

**Community Action Partnership of Western Nebraska
Health Center
Job Description**

Date: March 2016

Salary Grade: 9-11

Exposure Determination Category: 1

Salary Chart: 2 Non-Exempt

Job Title: Reproductive Health Data Analyst

Reports To: Chief Operating Officer

Essential Duties and Responsibilities: Designs and implements process for monitoring, tracking and trending data from the CAPWN clinic medical and dental electronic record systems in order to create reports for CAPWN clinic programs.

Major Duties:

1. Play an active role in patient services using the provider led, team-based Patient Centered Medical Home Model.
2. Prepare routine quality improvement reports for CAPWN clinic senior staff and program managers.
3. Analyze and trend data over time for program grant development purposes.
4. Assist CAPWN clinic program managers in developing standard and customized reports.
5. Research cost saving measures and conduct market analysis on health related issues relevant to CAPWN clinic operations and strategic planning.
6. Develop and implement a presentation and reporting process on key performance indicators for clinical performance of the CAPWN clinic for use by key staff, management, and the Board.
7. Assist with the development of the annual Unified Data System Report and the annual Family Planning Annual Report.
8. Oversee data gathering process for CAPWN clinic in order to collect, manage, and develop accurate ROMA/CSBG data.
9. Maintain confidentiality of records and communications.
10. Maintain a positive and professional attitude, striving to openly communicate with co-workers and patients, breaking down communication barriers when necessary.
11. Participate in ongoing Performance Measurement Improvement (PMI) activities; attend staff meetings and training sessions, as required.
12. Perform other duties as assigned.

Working Conditions:

- 90% office work, 10% training and meetings.
- Well-lit, temperature controlled clinical setting, with standard medical and office equipment available.
- Work requires ability to meet tight timelines.
- Work in a program in a constant state of change with many interruptions and interactions.
- Must be able to work irregular hours, some weekends and evenings and out of town training.
- The noise level in the work environment is average

Physical Requirements:

- Ability to bend, stoop, squat, and crouch.
- Must be able to lift up to 50 pounds.
- Fine manipulation of hands with repetitive action.
- Operate office machines.
- Must regularly talk, hear and have close vision ability.
- Noise level in the work environment is average.

Minimum Qualifications:

Grade: 9

1. AA degree in business or related field with one year of experience in office procedures, computer software use, data entry; or three years' experience in computer software use, data management preferably in health clinic setting.
2. Be a self-starter and be comfortable handling multiple functions and tasks;
3. Able to meet deadlines and ensure high level of data accuracy in reporting;
4. Able to give effective presentation for small groups;
5. Requires proficient level of communication oral and written
6. Valid driver's license and good driving record.
7. Age 21 or over.

Grade: 10

1. Meet the minimum qualifications above;
2. BA or BS in Business Administration with emphasis in research, planning, statistics or analysis or related field or five years' experience in data management or equivalent.

Grade: 11

- 1 Must meet the minimum qualifications above;
- 2 Specialized training or 8 years' experience in data management.