JOB DESCRIPTION | Data Analyst

Job Title: Data Analyst   Salary Grade (HR):

Job Code: FLSA Status (HR): Non-Exempt

Department Name: Information Technology and Data Approved By (HR):

Reports to (Title): Chief Operations Officer Date Approved (HR):

Date Prepared: October 11, 2016 Prepared By: Teresa Mooney

JOB SUMMARY: Under the supervision of the Chief Operations Officer, this vital role supports HOPES strategic business plan, agency data and reporting initiatives. This position has a specific focus on developing and coordinating systems and processes that engage and solicit data management and reporting analytics across the agency.

ESSENTIAL FUNCTIONS:

Leadership | Identify, Evaluate & Utilizes Data | Data Project Management | Training & Development of

Data Material

Leadership

1. Ability to capture vision, utilize great communication skills to collaborate and partner with

multidisciplinary team members to help launch strategic data driven initiatives.

2. Work closely with CEO and COO on business plan/ strategic plan

3. Lead point of contact and subject matter expert for obtaining all data aspects of Community

health and needs assessment

Identify, Evaluates & Utilizes Data

Identifies Data:

1. Knowledgeable of the high level of reporting needed to provide data and capture big picture

objectives

2. Works closely with IT department in building of pertinent data for real time information

(Dashboard) & reporting

Evaluates Data:

1. Understands what's behind automation and entailed in building, revising & troubleshooting the

reporting aspects of analytics

2. Ability to help move forward and lead the Data Analyst metrics for Continuous Quality

Improvement (CQI) initiatives

3. Figure out how to mine information from clinical and operational data and distill best practices, enabling Care Team to create information-driven care plans in real time.

4. Work closely with IT department to develop on demand data via Electronic Provider boards (Visual Dashboard)

5. Reporting to improve population health and population medicine

Utilizes Data:

1. Work with PCMH team to submit PCMH application

2. This entails possessing the knowledge base, to help teams recognize and identify what's needed (required) to build and set up efficient workflow process

3. Tracks the impact and results of pilot programs, determining which have the greatest measurable impact.

4. Reviews process/workflow improvements based upon data collection & analysis

5. Analyzes and develops Score Card metrics for providers

6. Evaluates grant reporting requirements, analyzes process to collect data needed in order to produce accurate reporting.

7. Develop reports to look at trends within agency, to guide programming

Data Project Management

1. This entails possessing the knowledge base, to help teams recognize and identify what's needed (required) to build and set up efficient workflow process

2. Work with PCMH team to submit PCMH application

Training & Development of Data Material

1. Presentation skills and helps implement necessary information to Care Team

2. To include presenting training materials (FAQ, Fact Sheets, Cheat sheets) to end users that result in staff gaining daily proficiency and being empowered to adapt to ongoing changes

REQUIREMENTS:

1. 2-3 years' experience in Data Analyst role/Communication with a savvy, enthusiastic and

analytical mind; experience in healthcare and nonprofit sector a plus

2. Ability to easily consume, process and analyze data, as well as to respond with appropriate

strategies and tactics

3. Ability to multitask and meet deadlines

4. Ability to work autonomously as well as collaboratively, ready to produce results

MARGINAL/ADDITIONAL FUNCTIONS:

1. Assist with other department activities as assigned

2. Support other HOPES departments as needed

REPORTING STRUCTURE:

Supervision Received: Reports to the Chief Operations Officer

Supervision Exercised: None

Directly Reporting: None

Indirectly Reporting: None

CONTACTS:

Internal: HOPES staff, volunteers and patients,

External: donors, vendors, volunteers, and community

Education or equivalency: Bachelor's Degree in Business, Healthcare Management/Administration or 2-

5 years' experience in related field

Experience: 2-3 years' experience in a Financial Analyst role in Healthcare or Non-profit setting

EMPLOYEE ACKNOWLEDGEMENT

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EMPLOYEE NAME (PLEASE PRINT)

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EMPLOYEE SIGNATURE   DATE