Data Analyst

General Job Description

The Data Analyst contributes to the CHCA team by engaging health center staff in continuous quality improvement using relevant data reports and comparisons to strengthen patient care.

The primary responsibilities of the Data Analyst are the management and coordination of performance data collection, feedback, and reporting for all quality initiatives to support Community Health Centers of Arkansas (CHCA). The Data Analyst engages members through relevant data reports and comparisons. Further responsibilities of this position are providing direct support to health centers in data collection, monitoring the completeness and accuracy of reported data, and ensuring compliance with process and outcome measure definitions under the CHCA quality initiatives, including all grants and contracts.

Data Analyst is expected to conduct data mining analyze and interpret data to link organizational needs and objectives for assigned tasks. This is coupled with working as a team member on selected projects to a successful conclusion and provides support on organizational data analytics needs.

Data Analyst will build and enable tools that help the organization translate reporting and insights into action at scale. Also develop analysis and reporting capabilities, and continuously monitor performance and quality control plans to identify improvements. This requires working both collaboratively and independently.

CHCA offers a competitive compensation package with excellent benefits, including 100 percent employee health insurance costs paid.

To apply: Please email Karin Slater at kslater@chc-ar.org Include a cover letter and a resume.

Supervised By: Quality/Performance Improvement Director
Supervisory Responsibilities: None

Responsibilities
- Perform as the in-house expert on IT/Data Analytic and reporting platforms used (i.e., i2iTracks, Prizim, Tableau or others); conduct data aggregation, analysis and reporting data systems.
- Serve as the liaison for data collection and reporting between the CHCA and members/participants assuring timely and accurate submission of data.
- Develop and manage CHCA data collection systems for multiple performance measures to meet the deliverables on all grants/contracts for the CHCA.
- Work with the Clinical team in developing data collection tools for new initiatives and train health center participants on changes in data collection and reporting.

- Visit a health center each quarter to understand their internal and external reporting needs. Visits should also be used to provide training and technical assistance on the data tools, mapping, generating reports, and searches.
- Maintain knowledge of the Uniform Data Set (UDS), provide TA to health centers, and provide support during the UDS reporting period.
- Identify and maintain knowledge of state and national benchmark databases including Healthcare Effectiveness Data and Information Set (HEDIS), Healthy People 2020, and other relevant health data bases used by health centers.
- Monitor progress and on work plans goals and activities and complete documentation.
- Assist with preparations for site visits and other grant reporting requirements.
- Participate in developing reports for all CHCA grants and contracts by providing the data and written narrative needed for reporting on output and outcome objectives being monitored/evaluated.
- Participate in developing reports and/or manuscripts for dissemination and publication.
- Perform other duties as assigned.

Qualifications
- Bachelor's Degree in Data Analytics/Informatics, Health Information Technology, Computer Science, Statistics, or related field
- Experience with primary care and proficiency with clinical quality improvement or outcome measurements.
- Experience in quantitative and qualitative data analysis.
- Experience as successful team member responsible for delivering critical data summaries or reports necessary for planning and improvement of processes.
- Experience working with multiple entities to collect data and produce reports**.**
- Technical experience and aptitude regarding data models, database design development, data mining and segmentation techniques
- Experience in using data aggregation/reporting platforms for population health management (i.e., i2i Tracks, Prizm, Tableau, Zoho, others)
- Experience collecting, editing, analyzing, and charting numerical data.
- Creativity and vision to organize data in meaningful presentation formats to deliver key messages.
- Good understanding of data concepts.
- Strong data management and organization skills.
- Attention to completeness, accuracy, and detail.
- Ability to think critically and use independent judgment.
- Strong interpersonal skills.
- Must maintain good working relationships with other CHCA programs, CHCA participants, and CHCA partners.
- Ability to work with minimal supervision and maximum accountability, organize multiple tasks and meet deadlines.
- Ability to manage several projects concurrently and adapt to changes in project requirements and/or the work environment.
- Ability to work collaboratively within a team.
- Ability to communicate and work effectively with other staff, members, community-based organizations, health center staff, customer/client groups.
- Awareness of the needs of medically underserved populations, demonstrates cultural competence, and shows interest in learning about community-based primary health care systems.
- Excellent computer skills, particularly with software in Microsoft Office, including Word, Excel, Access, PowerPoint, and Outlook.