



Data / Quality Improvement Specialist

Department: Partnership

FLSA Status: Non-Exempt

FLSA Classification: Administrative

Work Schedule: M-F, 8:00 am – 5:00 pm

Job Status: Full-Time

PCH Classification: Salaried

Reports To: JJ Director

Positions Supervised: None

POSITION SUMMARY

The Data / Quality Improvement Specialist will work with the PCH leadership for the purpose of collection, analysis, and interpretation of data that will be used to advance actionable opportunities for program improvement and individualized care for clients we serve. This position will further the goals of the agency through the improvement of reporting, evaluation, and compliance of existing and future contracts and grants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure compliance of existing contracts and grants by conducting regular quality assurance/improvement plan checks.
- Serves to observe needs and disparities in client population in effort to improve via care coordination; data will be used to make data-drive strategic decisions for guiding resources based on need.
- Analyzes population and client data related to care and outcomes, to evaluate performance, reveal trends, identify opportunities, and leverage information technology to improve client engagement and outcomes. Maintain existing data collection information, and perform data entry for all
- Maintains data integrity of these strategically important metrics with regular presentation and communication of the data collected. identified contracts and grants
- Monitor subcontractors to ensure that milestones, deliverables, etc. are being met.
- Identify and address areas of weakness within the contract and/or monitoring tools.
- Ensure that all quality assurance/improvement plans are documented and communicated to all relevant parties to provide contract visibility and awareness.
- Maintain current knowledge of federal and state regulations as relevant to contracts and interpret the potential impact on current and future contracts.
- Performs clinical reporting and data entry to further continuous quality improvement work
- Other Quality Programming duties as assigned, often through missionally aligned agency objectives.

QUALIFICATIONS

- Demonstrated problem solving skills, decision making skills and sound judgment.
- Ability to get along with all types of people in various situations.
- Demonstrated time management skills, effective public speaker, attention to details, and demonstrated independent mobility within the community.
- Organizational skills.
- Ability to maintain client confidentiality according to established policies, federal and state statutes.
- Ability to work independently and utilize initiative, ability to be organized and meet deadlines.
- Computer experience in a Windows environment, Microsoft Office (Excel, Access, Word) and ability to learn and utilize other software programs.
- Possess excellent oral and written communication skills.
- Attend staff development training for professional growth.
- Ability to work in partnership with other team members.
- Ability to work in partnership with other service providers.
- Employees are required to be vaccinated and adhere to all COVID precautions.

EDUCATION AND EXPERIENCE

- Five years of experience in the performance of contract management.
- Bachelor's degree

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____