

Spec, Data Management - IC

As of 2019-07-31

General Information

Profile ID: 811144 Spec, Data Management - IC Profile Status: Active
Profile type: JOB Job Status Date: 2019-07-19

Profile Identities

Profile Identity Option:	Set ID	Key 1 Value	Key 2 Value	Description
JOB_CODE	SHARE	811144		SPEC, DATA MANAGEMENT - IC

Job Description

Content Item ID	Description
JBDSCR	Responsible for organizational oversight of data metrics related to organizational strategic initiatives, program goals and participant outcomes. Analyze and report on organizational data stored in agency Behavioral Health Electronic Health Record (BH-EHR) to measure program effectiveness as compared to state and national benchmarks.

Responsibilities

Content Item ID	Description
MTLHLS0136	Analyze, Synthesize and Report on organizational data contained within the Behavioral Health Electronic Medical Record to measure program effectiveness as compared to internal, state and national benchmarks. Reports to management and Board of Directors results and data trending over time to identify organizational success and areas for improvement (40% of employee's time).
MTLHLS0137	Collaborates and coordinates with internal and external stakeholders on the identification of key metrics for the organization to collect, track, analyze and report. Researches and communicates with Behavioral Health Community to understand and identify relevant areas of analysis in the field of Behavioral Health and how it applies to the current organization or with future initiatives (20% of employee's time).
MTLHLS0138	Collaborates with Electronic Health Record Report Writer to extract data from Behavioral Health Electronic Health Record to identify appropriate data for analysis. Assists with creating or creates extract data reports from Behavioral Health Electronic Health Record (20% of employee's time).
MTLHLS0139	Assists with the collection and analysis of organizational data as it applies to existing funded grants and in the application process for future grant and funding opportunities (15% of employee's time).
MTLHLS0140	Creates annual Management Report documenting organizational progress made on achieving annual Performance Improvement Goals. Creates annual Outcomes report documenting organizational effectiveness of assisting persons served with reaching organizational, personal and recovery goals. Assists with compiling and reporting data to Accrediting Organizations (5% of employee's time).

Other Resp Statement

Content Item ID	Description
OTHRES0001	Performs Other Responsibilities as Assigned

Degrees

Content Item ID	Degree	Major	Required
BACHELOR	Bachelor's Degree	Health Informatics/related	Y

Experience

Content Item ID	Description	Required
2-5YEARS	2-5 years	N
<2 YEARS	<2 years	Y

Supervisor Experience

Content Item ID	Description	Required
NOEXPERIENCE	No Experience	N

Working Conditions

Content Item ID	Description	Required
DRIVING	Driving	Y
LIGHT	Light (inadequate, bright)	Y
NOISE	Noise	Y

Physical Activity

Content Item ID	Description	0 - 25%	26 - 75%	76 - 100%
JP_CLIMBING	Climbing	Yes	No	No
JP_GRASPPITC	Grasping, Pinching, Holding	Yes	No	No
JP_LIFTCARRY	Lifting or Carrying	Yes	No	No
JP_PUSHPULL	Pushing or Pulling	Yes	No	No
JP_REACHOVER	Reaching Overhead	Yes	No	No
JP_SITTING	Sitting	No	Yes	No
JP_SQUATBEND	Squatting, Bending, Kneeling	Yes	No	No
JP_STANDING	Standing	Yes	No	No
JP_WALKMOVE	Walking or Moving	Yes	No	No

Weights

Content Item ID	Description	Up to 10 lbs	10-35 lbs	35-50 lbs	50-100 lbs	100 lbs or more
JP_WEIGHTLIF	Weights Lifted	No	Yes	No	No	No

** End of report **