



SIoux RIVERS REGIONAL MHDS JOB DESCRIPTION

JOB TITLE: SIOUX RIVERS DATA AND QUALITY ASSURANCE COORDINATOR

REPORTS TO: Chief Executive Officer

JOB PURPOSE: The Data and Quality Assurance Coordinator is responsible for data collection, analysis and presentation of clear and precise data analytics related to Sioux Rivers contracted services as well as the implementation of quality assurance policies and procedures.

GENERAL PRINCIPLES:

1. Contracted by Regional Governance Board as established by the Region's 28E agreement.
2. Performance evaluation conducted annually by the Chief Executive Officer.
3. Functions as a member of the Region's management team under the direction of the Chief Executive Officer.

GENERAL ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establish and maintain effective working relationships with County/Region employees, the Governance Board, the advisory boards, elected officials, hospital, crisis programs, law enforcement, judicial system, jails, MHDS service providers, other agencies and the general public.
2. Participate in multi-disciplinary team meetings as needed.
3. Participate in Regional Planning processes including attendance at regional staff meetings and various boards and advisory meetings.
4. Attend training(s) and conferences to develop and maintain knowledge of Iowa Administrative Code and changes occurring within the Human Services Field.
5. Maintain valid driver's license and proof of insurance (when always driving personal vehicle) and willingness to travel throughout region and state.

SPECIFIC DUTIES RELATED TO DATA ANALYTICS:

1. Import, transform, validate, or model data from the Sioux Rivers MHDS Region with the purpose of understanding or drawing conclusions from data sets.
2. Develop surveys and other materials to collect pertinent data related to mental health, developmental disability, substance abuse and justice related services for both adult and children populations.

3. Analyze and present data in a clear precise way for means to demonstrate compliance with the HHS contract, and to maintain/develop programing related to core and core plus service areas.
4. Participate in regional data analytic conversations (Data Analytics Team) and other assigned state workgroups and committees assigned to ensure that Sioux Rivers is collecting and presenting data that supports the services and mission of the work MHDS regions do across Iowa as well as our own SR regional data.
5. Utilize data and other means to identify gaps in individual and family care needs related to mental health and intellectual disabilities. Work with contracted providers and Sioux Rivers staff in developing programs addressing these gaps in care.
6. Assist in preparing HHS required data reports and submitting them according to state required deadlines.
7. Ensure all data has been reviewed for anomalies prior to inclusion in reports and data systems.
8. Gathering and presenting annual reporting data for use in the preparation of the Annual Report.
9. Maintain a current knowledge of data analysis tools and systems and make recommendations for incorporation into the regional system as needed.
10. Work within the Community Services Network (CSN) to utilize client specific data for analysis and reporting. Document all data management processes, procedures, and specifications to ensure consistent reporting and ability to recreate reports.
11. Complete data reporting requirement for any federal, state and local grants or projects.

SPECIFIC DUTIES RELATED TO QUALITY ASSURANCE:

1. Recommend policies and procedures that support delivering accurate data reporting on a consistent basis.
2. Prepare and implement quality assurance policies and procedures for internal practices.
3. Perform routine review of CSN documentation, use of agency programming workflows and enrollment/recertification criteria.
4. Ensure and assist contracted providers in the fidelity of their programs through the use of evidence-based practices (EBP).
5. Work with individuals from the Iowa CEBH (Center for Excellence for Behavioral Health) University of Iowa Hospitals and Clinics Center for Disabilities and Development regarding the fidelity screens for the EBPs.
6. Assist CEO in the compliance of the HHS contract by carrying out contractual duties related to program management and development.
7. Ensure current information and forms are available on the Regional Website

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Assist with Regional Outreach activities, public relations, and regional social media accounts.
- Assist and organize public education training opportunities/community round table discussions for Sioux Rivers relating to mental health and intellectual disability services.

- Assist Services Coordinator(s) as needed and directed by the CEO or CAO.
- Assist Admin Support with maintenance of Regional original documents, contracts, files.
- Accomplishes all tasks as appropriately assigned or requested.
- Other duties as assigned.

QUALIFICATIONS

Experience and Education

- Bachelor's or higher-level degree in a human services-related or administrative-related field, including but not limited to social work, psychology, nursing, public or business administration, computer science, statistics, or informational systems from an accredited college or university.
- A minimum of two years experience in the provision of services in a human services-related field and/or data or statistical analysis.

Competencies

- An energetic and creative individual with high ethical standards and an appropriate professional image.
- An individual who has a desire and passion to utilize data analytics to generate positive outcomes for individuals and families in need of mental health and disability services.
- Ability to show creativity in data visualization and presentation.
- An individual with statistical and data analytic knowledge.
- A well-organized and self-directed individual who has attention to detail.
- An individual who can work independently and within a team environment.
- An individual who can demonstrate interpersonal relationships skills and be comfortable working with not only individuals and families but also contracted providers to fulfill job description duties.
- Flexible nature and willingness to adapt to change.

COMPLIANCE

Compliance with the Sioux Rivers Employee Handbook, to include portions of the County of Record Handbook as outlined in the Regional Handbook. Compliance with employer policies, department work rules and supervisor directives.

Sioux Rivers Regional MHDS and County of Record are Equal Opportunity Employers. In compliance with the Americans with Disabilities Act, SIT will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.