

Data Analyst Job Posting / June 8, 2018

MISSION STATEMENT:

Clínica Tepeyac's (Tepeyac) Mission is to provide culturally competent health care and preventive health services for the medically underserved.

Now in its 23rd year, Tepeyac is a community health center providing integrated physical and behavioral health care to almost 5,000 individuals from across the Denver metro area annually. Clínica Tepeyac has distinguished itself as a dynamic organization dedicated to eliminating health disparities, with a particular strength serving Latino and immigrant communities. Tepeyac maintains an unwavering commitment to high quality patient care and continual quality improvement, and to treating each patient with the highest level of respect and compassion.

JOB SUMMARY:

Conducts routine and ad hoc data extraction, analysis, charting and reporting to inform data-based decision making for both management and clinical staff. Extracts clinical and administrative data from electronic health record (EHR) using EHR reporting tools and IBM Cognos Report and Query Studio software application. Provides infrastructure for tracking and reporting progress on quality improvement plan and grant-related quality measures. Under the supervision of the Quality Improvement/Corporate Compliance Manager completes routine reporting in a timely, detail-oriented manner.

The Ideal Candidate: Is self-directed, motivated, and able to work remotely and securely with confidential health information, requiring high-speed internet access; Will have strong initiative and passion to support the agency mission of providing healthcare to the underserved.

Candidates MUST submit a resume and a cover letter/statement describing how they meet the minimum qualifications and ideal candidate characteristics. This is a part-time staff position requiring 24 hours/week and compensated at \$24/hour.

A. MINIMUM QUALIFICATIONS:

- **Education:** Bachelor's degree highly preferred.
- **Experience:** 3 years' experience conducting healthcare data analysis. Experience working with relational databases, Microsoft Access and Excel, Cognos Report/Query Studio, and SQL. Familiarity with medical terminology, coding and practices. Experience with eCW and Azara software helpful.
- **Certification/Licensure/Registration:** Valid Driver's License.

B. ESSENTIAL DUTIES & RESPONSIBILITIES:

- Extracts and analyzes data and creates; monthly, quarterly and annual reports for a variety of clinical programs and quality improvement measures.
- Responds to assigned data projects in a timely manner.
- Utilizes reporting tools such as proprietary eCW reporting tools, IBM Cognos Report Studio/Query Studio, Microsoft Access/Excel and/or Azara to accomplish data requests.
- Coordinates reporting activities with Quality Improvement and Corporate Compliance Manager.

- Creates charts and graphs to illustrate and/or support data analyses as appropriate or requested.
- Analyzes data to identify areas for quality improvement.
- Assists internal Clínica Tepeyac customers to ensure that information data needs are understood and documents analysis specifications.
- Monitors data integrity throughout analysis process, conducts data validation and reports findings to supervisor and works to resolve data discrepancies and challenges.
- Ability to maintain a positive and supportive attitude when understanding and dealing with customer concerns, emotions or characteristics.
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Knowledge, Skills & Abilities:

- **Analytical Skills:** Comfortable working with relational databases, data extraction, data cleaning and validation. Ability to discern patterns, trends, and logical conclusions based upon data findings.
- **Communication Skills:** Ability to present their findings or translate the data into an understandable document. Will need to write and speak clearly, easily communicating complex ideas and create accurate and easily understood visual representations of data when necessary.
- **Critical Thinking:** Must be able to analyze numbers, trends, and data and come to new conclusions based on the findings.
- **Attention to Detail:** Attention to detail in all aspects of analysis and reporting processes.
- **Math Skills:** Math skills to estimate numerical data and identify inconsistencies.
- Must be proficient in the use of commercial software including; eCW, Azara, word processing, spreadsheet, utilities and communication, preferably Microsoft Office suite.
- Must have the ability to effectively work with Clínica Tepeyac leadership, managers and employees in addition to outside vendors.
- **Respect-** Values culturally competent approach to working with low income and ethnic minority communities is a must.
- **Teamwork** – Contributes to building a positive team spirit; puts success of the team above own interest; supports everyone’s efforts to succeed; must be able to work well in multidisciplinary team settings
- **Customer Service** – Strong customer service skills exhibited in excellent, unbiased and culturally appropriate customer service to patients and the community; ability to handle difficult and angry people constructively; savvy enough to interact with physicians and clients
- **Interpersonal Skills** – Must have excellent written and verbal communications skills and presentation skills; focuses on solving conflict in cooperative manner, not blame; keeps emotions under control
- **Cost and Time Consciousness** – Must know how to manage time and prioritize activities
- **Diversity** – Shows respect and sensitivity for cultural diversity
- **Ethics and Professionalism** – Treats people with respect and consideration regardless of their status or position and is accountable for own actions
- **Organizational Support** – Follows policies and procedures established by Tepeyac; visible to staff, offering support and modeling service behaviors and concern resolution process
- **Safety, Confidentiality and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly. Maintain a secure and trusting environment as required by the Health Insurance Portability and Accountability Act (HIPAA).

- **Attendance/Punctuality** – Is consistently at work and on time, which is predetermined between the employee and the person(s) he/she reports to.
- **Engagement** – Required to attend and participate in two organizational fundraiser events per year.

4. **Supervision:**

- None

POSITION TYPE/WORK SCHEDULE: This is a part-time, non-exempt, 24 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.