



**JOB DESCRIPTION**  
**PART-TIME DATA, EVALUATION AND QUALITY IMPROVEMENT**  
**COORDINATOR**  
*February 2020*

**FLSA Status: Non- Exempt**

***The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.***

**Position Overview and Purpose**

The Data, Evaluation and QI Coordinator serves as a member of the Healthy Start administrative team ensuring that the organization's needs for data integrity, management, analysis, reporting and quality assurance are met. This position supports the accurate and timely reporting of process and outcome metrics—primarily (but not solely) related to the analytic needs of Healthy Start's federally-funded home visiting program, which includes a myriad of monthly, quarterly and annual reports for internal use and for submission to our federal funder. This position also supports the Chief Executive Officer and other staff in interpreting and supporting program performance through the organization's performance and quality improvement process.

**Position Duties**

- Plans, implements, and maintains data collection and analysis protocols and systems.
- Analyzes and reports on participant data, outcomes and staff productivity measures captured in the case management database.
- Creates and runs data queries and reports based on identified needs across programs.
- Submits accurate and timely data reports for internal and external audiences, including funders.
- Leads the Healthy Start QI process, utilizing internal and external data to develop and monitor goals; maintains QI records.
- Supports leadership decision making related to data and database needs.
- Troubleshoots data and database issues, including providing staff support.
- Ensures that staff have ongoing training and support related to their use of the database and data entry.
- Periodically surveys internal and external stakeholders to assess satisfaction.
- Assists with the database record auditing process.
- Provides monthly reporting to leadership team and CEO.
- Performing other duties, as assigned.

**Position Skill and Knowledge Requirements**

- Working knowledge of maternal and child health and public health.
- Passion for eradicating health disparities, with demonstrated understanding of the social determinants of health and foundational principles of racism and equity.
- Computer Competency including proficiency in Microsoft Word, Excel and PowerPoint.
- Familiarity with data storage and analysis systems such as SPSS or R is an asset.
- Knowledge of programming languages such as SQL.
- Ability to learn and manage Healthy Start's selected database using vendor-provided training tools.
- Must be able to interpret and implement frequently-changing federal data collection guidance and protocols.

- Must be able to work well under pressure and meet stringent deadlines.
- Excellent project management and facilitation skills.
- Excellent communication and interpersonal skills.
- Fluency in English; ability to speak another language is an asset.
- Must be able to obtain Act 33/34 Clearances.

### **Qualifications**

5 or more years of progressively responsible experience in research, evaluation, data analysis, database management. Experience with federal grant and projects preferred. Advanced degree in the field of public health, epidemiology and/or other evaluation or data analytics training or certification preferred.

### **Supervisory Relationship**

This position works under a high level of independence, under the direction of the Chief Executive Officer.

### **Physical Demands**

- The work performed is 95% office work (may be a combination of on-site and remote) requiring sitting, keying, typing and answering phones, with occasional light lifting, carrying, stooping, standing, bending, walking and filing.
- Intense mental, visual and aural attention is required as the work involves responding to requests, planning or performing work that is at times, can be fast-paced.
- The other 5% of the position may be conducted in the field.

### **Compensation**

\$30-\$35 per hour commensurate with skills and experience.

### **Application Instructions:**

Send resume and cover letter to [HR@hsipgh.org](mailto:HR@hsipgh.org)

Andrea Kimple  
Director of Operations and Human Resources  
Healthy Start, Inc.  
400 N. Lexington Avenue  
Pittsburgh, PA 15208

***Application materials must be submitted by 3/15/20 to be considered.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.***