

EMPLOYMENT OPPORTUNITY



COMMUNITY DATA SPECIALIST

Greater Flint Health Coalition – Flint, MI

Greater Flint Health Coalition (GFHC) is seeking a Community Data Specialist.

Overview:

A primary responsibility of the Community Data Specialist is to manage and analyze data regarding factors affecting community and personal health for the OurFlintKids.org Community Dashboard Project. Areas of emphasis include but are not limited to education, social and economic factors, health behaviors and nutrition, healthcare access and utilization, and lead elimination from federal, state, and local domains. The project web platform will be designed and established to examine and advocate for the status of Flint's children from a population level prior to the Flint Water Crisis and continuing with currently available data related to health and health factors. It is the intent of this Community Dashboard Project to serve as the foundation to identify areas of need and provide necessary metrics that identify health factors and support the evaluation of community initiatives. This information will allow for organizations and residents to advocate for potential programs that demonstrate a need in the City of Flint and Genesee County. In addition to the online report card, the GFHC manages a Community Data Scorecard that includes over 350 metrics that is used to monitor and track trends in the community related to health and healthcare access. The Community Data Specialist will provide technical expertise in support of the Scorecard.

Daily responsibilities will include data compilation, accurate data input (both online and for the Community Data Scorecard), website management, best-practice research, procedure maintenance, development of communication materials and a communication plan, promotion of OurFlintKids.org to a variety of organizations and community groups, as well as program documentation to support GFHC strategic plans. Additionally, the Community Data Specialist will work in partnership with the Michigan State University/Hurley Pediatric Public Health Initiative (PPHI) staff, as this is a collaborative project. Flexibility, ownership, and a commitment to continuous improvement and learning will be required of the successful candidate.

Primary Responsibilities:

- Manage and update website project management plan to support monthly data highlights, dashboards, new data sources, and upcoming events.
- Collect and validate data from community partners and/or state/national organizations and ensure accurate data imports occur in a timely manner.
- Monitor and analyze health trends utilizing Flint and Genesee County specific data.
- Formulate new internal processes and analytics reports to improve information resources.
- Development of new and innovative outreach/communication methods to promote OurFlintKids.org in the Greater Flint community.

- Manages timelines, activities, documentation, and deliverables while maintaining alignment with program objectives and work-plan requirements.
- Supports the mission, vision, values and key strategies of the Greater Flint Health Coalition and the development of collaborative relationships with the organizations that interface with the program.
- Other duties and responsibilities as assigned.

Qualifications & Experience Required:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with ownership and proactive time management. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 2+ years of experience in relevant health care, health education, data management, or business domains, including healthcare information management or analytics, project coordination, or technology.
- Bachelor's degree in Public Health, Health Education, Statistics, Business, or related discipline (Master's Degree a plus).
- Competent in Microsoft Office computer applications (including Word, Excel, PowerPoint, and Access), internet usage, and use of office machines.
- Prioritization, multi-tasking, and organizational skills, and a strong attention to detail.
- Demonstrate a high level of critical thinking and problem solving skills in order to make sound assessments, implement plans, and re-evaluate program outcomes.
- Maintains a high level of confidentiality and acceptance of diverse populations.
- Demonstrates a high level of cultural competency in the daily performance of duties.
- Demonstrates ability to work within a team-based environment and works in compliance with organization, state, and federal rules.
- Demonstrates interest and ability in continuous quality improvement; receptive to feedback.
- Excellent interpersonal, written, and oral communication skills and an ability to present self in a courteous, tactful, and professional manner.
- Considerate, attentive, and punctual.
- Demonstrated ability to take initiative and to work proactively, both independently and in teams; excels in an open office environment.
- Great passion for the mission, vision, and values of the Greater Flint Health Coalition and able to promote both internally and externally.
- Motivated.

Reports to: Director of Operations

Job Status:

Full Time, Salary; Monday through Friday, 8:30 a.m. to 5:00 p.m. with occasional early morning meetings

Compensation:

Greater Flint Health Coalition's collaborative work environment emphasizes teamwork, personal commitment, integrity, and success. In addition to the meaningful and groundbreaking work to improve health on a community-wide level, GFHC offers a competitive salary commensurate with experience. Benefits include paid time off, holidays, medical, vision, and dental benefits plus life & disability insurance paid 100% by employer for employee, 403b (5% employer contribution), and more.

About Greater Flint Health Coalition:

Greater Flint Health Coalition serves as the neutral convener and backbone organization for public health and healthcare collaboration between Flint & Genesee County hospitals, physicians, insurers, businesses, government, public health, schools and colleges, nonprofits, and citizens. We work to improve the health status of area residents, and improve the quality and cost effectiveness of the healthcare system in our community. For more information on the GFHC and our work, please visit our website <http://www.gfhc.org>.

To apply, please submit the following Application Materials:

Qualified applicants please submit (a) cover letter (addressing how candidate meets qualifications), (b) resume, (c) salary history, and (d) employment references via email to jobs@flint.org, c/o Greater Flint Health Coalition, Attn: Human Resources, 519 S. Saginaw Street, Suite 306, Flint, Michigan 48502. In the subject line of your email, please write "Community Data Specialist."

This position is open until filled.

Full posting also listed at <http://www.gfhc.org>.

NO PHONE CALLS PLEASE.

RE-1 GFHC.Community.Data.Specialist.KS.edit.060418.na