

## EMPLOYMENT OPPORTUNITY



### DATA ANALYST

#### Greater Flint Health Coalition – Flint, MI

Greater Flint Health Coalition (GFHC) is seeking a Data Analyst to work in its Healthcare Quality & Innovation Focus Area.

#### **Overview:**

The Data Analyst will conduct data analysis, aggregation, trending, quality monitoring, and reporting functions in support of programs in the Greater Flint Health Coalition's focus area of Healthcare Quality & Innovation. Projects activities will include data analyst functions specific to the GFHC's Clinical Community Linkage (CCL) Initiative, the GFHC's Community Data Scorecard Project, and regional Community Health Needs Assessment (CHNA) Project.

The GFHC's Clinical Community Linkage (CCL) Initiative seeks to improve health outcomes and reduce emergency department utilization of patients in the Genesee Community Health Innovation Region (CHIR). The CCL Initiative recognizes the impact social determinant of health needs (food insecurity, housing, transportation, employment, etc.) have on health outcomes and assists clinical providers in linking their patients to resources available in the community. In this role, you will provide reporting and actionable analysis to support operations and drive constant improvement in the CCL Initiative.

The GFHC's Community Data Scorecard Project is conducted annually; it is a critical element of the Flint/Genesee County consolidated Community Health Needs Assessment. The Data Analyst will own project deliverables required from actions that include data entry, data aggregation, data trending, trend analysis, baseline research, and data outcomes reporting from a variety of public and private data sources. The position will work with a variety of internal and external stakeholders, with an emphasis on hospital, health plan, and other clinical partners including physician organizations, federally qualified health centers, health departments, and community mental health agencies.

GFHC is seeking a candidate who understands the intricacy of healthcare and public health data sets, enjoys efforts of data aggregation and analysis, and seeks to make data actionable for healthcare and community health improvement strategy implementation. On a daily basis, the Data Analyst will interact with a wide range of health professionals in a fast-paced environment where constant change is the norm. You will identify trends in data, provide clear reporting on program performance, establish metrics, reconcile data, create methods of error checking, review analytics, and measure strategies to improve the linkage of community residents to resources to address their social determinant of health needs. Your work will support effective clinical decision making, ensure effective community linkages, improve efficiency and care delivery, foster information sharing, and make knowledge and data actionable.

Flexibility and a commitment to continuous learning will be required of the successful candidate.

**Primary Responsibilities:**

- Serves as the primary Data Analyst supporting the GFHC Clinical Community Linkage Initiative and Community Data Scorecard Project.
- Data entry, aggregation, trending, analysis, and quality control functions.
- Owns the maintenance of ongoing metrics, reports, analyses, dashboards, etc. to drive key programmatic decisions.
- Formulates new internal processes and analytical reports to improve information resources.
- Monitors industry standards and trends to assure continuity of data reporting as available data evolves.
- Gathers data from departments; updates periodic reports; analyzes statistical data to identify and correct errors and to evaluate general content.
- Proactively researches requests for baseline measures and related assistance and recommends solutions or process improvements that will meet program needs.
- Performs review analyses, including accumulation of data, forecast modeling, reporting and monitoring of responses.
- Designs data acquisition methods and collection efforts.
- Develops ad-hoc reports to conduct data analysis and validation.
- Analyzes trends to recommend process and/or operational improvements.
- Creates procedures to document report generation.
- Manages timelines, activities, documentation, and deliverables while maintaining alignment with program objectives and work-plan requirements.
- Participates in quality assurance, continuous improvement efforts, identifying system and process issues.
- Supports the mission, vision, values and key strategies of the Greater Flint Health Coalition and development of collaborative relationships with the organizations that interface with the program.
- Collaborates with GFHC staff and other stakeholders to promote shared understanding and appropriate use of reported data.
- 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. 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, Data Analytics, Business, Epidemiology, or related discipline (Master's Degree a plus).
- Knowledge of databases and reporting from databases required; experience with data analytic applications such as SQL, SAS, SPSS, Stata, etc. is a plus.
- Understanding of statistical concepts and techniques.
- 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 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.
- Knowledge of HIPAA and prior experience in a health care setting a plus.
- 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:**

Vice President of Programs

**Job Status:**

Full Time, Salary; Monday through Friday, 8:30 a.m. to 5:00 p.m. on average 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](mailto: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 "Data Analyst".

This position is open until filled.

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

**NO PHONE CALLS PLEASE.**

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