

**LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION**

TITLE: RESEARCH ASSISTANT/DATA MANAGER
DEPARTMENT: PUBLIC HEALTH
SUPERVISOR: TOBACCO PROGRAM COORDINATOR
CLASSIFICATION: FULL - TIME NON-EXEMPT

POSITION SUMMARY:

The Data Manager (DM) under the supervision of the Tobacco Project Coordinator and the Project Manager/Director will work closely with the Program Evaluator Consultant and other programs to manage data collection, data entry and data reporting for the California Tobacco Grant, SDPI grant, ACORN grant, ACL CSME grant, Together We Can Program, DPP program, Youth Programs, HDAC, and other Diabetes Outreach Programs. Abilities/Skills- Proven experience with data collection and analysis as critical to successful implementation of program services. Ability to manage large and complex spreadsheets, utilize database software and develop summary analysis, including summary tables and charts. Analytical and problem-solving skills including knowledge of statistical applications and techniques. Ability to work without direct supervision, paying close attention to detail and bearing independent responsibility for data validity, completeness and accuracy. Proven experience in dealing with all levels of staff in responding to a wide range of inquiries. Ability to use tact, discretion and sound judgment when dealing with confidential information.

ESSENTIAL FUNCTIONS:

Database Development

- Work closely with each program and Program Evaluator to help create and maintain Public Health database for managing program-specific data measures critical to tracking and analysis of aggregate group patient progress and program effectiveness.
- Research database options and make recommendations on appropriate strategies for development and potential SQL software applications
- Work with Tobacco Project Coordinator, Project Director, and Program Evaluator to develop patient tracking and data measures to be included in database
- Develop and maintain database, with updates as needed, budgeted and approved, authorize maintenance and modifications, including managing potential outside database development consultant support
- Ensure data is secure and protected to minimize data loss.

Data Collection and Data Entry

- Create and enforce policies for effective data management.
- Collect data on timing and schedule as agreed for each program, based on patient tracking measures included in database
- Maintain database in timely manner, entering and updating program-specific patient data based on agreed upon data measures
- Manage database access as appropriate and make data downloads available in agreeable formats to program staff as needed
- Maintain valid, complete and accurate records of database status and data collected and entered

- Ability to utilize Survey Monkey and other online survey tools for data collection, as needed
- Data Reporting Work with Program Evaluator Consultant, Tobacco Project Coordinator, other program staff and Project Director to utilize database to summarize patient outcomes and project results
- Create data tables and charts as requested based on program specific measures
- Ability to explain data and respond to questions about analysis methodologies and results to both technical and non-technical audiences
- Assist in completing grant reports as needed
- Ability to utilize PowerPoint and its range of features
- Prepare reports and presentations for the board, grants, conferences, fact sheets, etc.
- Establish procedures for data sharing

Other Program Activities:

- Participate in conference calls, webinars, and training regarding implementation of tobacco control policies and evaluation
- Ability to multi-task, work under pressure and meet all deadlines
- Ability to prioritize requests as needed
- Other duties as assigned by Tobacco Education Coordinator and Diabetes Education Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATES AND LICENSES:

- Bachelor degree in related Epidemiology, or other related field, preferred
- Proficiency in MS Excel, including basic functions and formulas
- Experience and ability to use a range of visual presentation tools such as MS Excel charts, or similar tools
- Proven experience with SQL database management tools, including ACCESS
- Familiarity with SPSS or other statistical packages a preference
- Background in public health and/or health care, preferred
- Current CPR and First Aid certification
- Valid CA drivers license
- Experience with the use of computer, email, telephone, voice mail and fax machine.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. **Sitting / Mobility:** Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. **Communication:** Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal

manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date