Health Center Partners of Southern California is a Family of Companies that includes Health Quality Partners of Southern California (HQP). Under the direction of the EVP of HQP, the Data Specialist is responsible for the routine collection, analysis and reporting of programmatic, clinical, and financial outcomes data. This position is also responsible for development and support of internal and external customer databases and applications. The Data Specialist will coordinate internal data activities within HCP and HQP. The Data Specialist will work collaboratively with HCP/HQP staff on projects involving the design and development of database products. Actively supports the mission and vision of the Health Center Partners and subsidiary organizations.

ESSENTIAL JOB FUNCTIONS

- Develop, implement and maintain databases and related procedures and protocols for the routine collection, analysis, transfer and reporting of programmatic, clinical and financial outcomes data for HCP and HQP.
- Ensure the confidentiality, integrity, and availability of data collection and reporting.
- Follow all company and department policies and procedures.
- Define and collect appropriate data for management and clinical decision making, including monitoring utilization, quality of care and clinical indicators.
- Identify, collect and report or transfer programmatic, clinical and financial indicators as required by funders and regulatory agencies or in support of grant applications or project activities.
- Maintain adequate security and confidentiality for all data as outlined by internal policies and procedures.
- Aggregate, process, report and interpret data for business and clinical decision making.
- Collaborate with HCP and HQP staff to develop formats and reports for programmatic, clinical and financial indicators.
- Benchmark San Diego data with other data sources as appropriate.
- Work closely with HCP and HQP internal staff to identify and respond to data and reporting needs, including grants and contracts.
- Proactively recommend more effective and efficient processing solutions.
- Support HCP, HQP and member community health centers in developing and maintaining the ability to respond to external regulatory agencies and community partner requests for data and reports.
- Assist in developing and implementing plans to link relevant data systems and databases as needed.
- Prepare written correspondence and reports as required.
- Conduct research for various projects as needed.
- Provide training and technical assistance on databases, applications and reporting tools.

- Maintain current knowledgebase of databases, applications and reporting tools.
- Participate in quality management activities as a member of the Mental Health Quality Management Committee and Oral Health Initiative Quality Assurance Team and new quality committees that may be established.
- Attend meetings and collaborate with funders as needed in the development and support of information systems and data transfer.
- Provide backup on authorization and claims processing for the Authorizations/Claims Processors.
- Collaborate with other HCP Analytics teams to build, refine, and deploy best practices and cross-functional support.
- Other duties, as assigned.

QUALIFICATIONS

Skills

Extensive computer skills and knowledge of computer software including MS Excel, MS Access, SQL, or equivalent experience with industry recognized accounting and database programs. Understanding of data modeling, relational database, ability to develop queries to extract relevant data sets, and ability to optimize databases and data for optimal performance. Ideal candidate also has also worked with data related cloud providers (i.e. Azure/Amazon SQL, Salesforce, NoSQL). Individual should be detail oriented, accurate and proficient with numbers and have the ability to work independently. Understanding of Community Health Centers and their demanding and unique needs is highly desirable. Must be exceptionally skilled at communication and building relationships with a broad range of internal and external customers. Demonstrated ability to deal effectively and sensitively with people at all levels within and outside of the organization, maintain confidentiality and organize and prioritize work.

Education/Experience

A Bachelor's degree in a related Information Technology field is preferred. Must have a minimum of three years' experience with databases such as SQL Server, MS Access and/or Oracle. Experience working successfully in a team environment is required. Must have a proven track record in providing excellent customer service. Familiarity with clinical information systems and clinical and financial data is highly desirable. Health care and/or nonprofit experience is preferred. Experience with application support is preferred.

PHYSICAL REQUIREMENTS

- Must have a secure home office environment conducive to working remotely
- Must have internet service with suitable performance and availability
- Must be available 8:00-5:00 in one of the continental United States time zones or as arranged with supervisor. On occasion, attendance at meetings may be required between the hours of 8:00 am and 5:00 p.m. Pacific Time.
- Located in the continental US no more than a 60-minute radius to a major U.S. airport.
- A minimum of 5% travel is required for staff development purposes.

HIPAA/COMPLIANCE

- Maintain privacy of all patient, employee and volunteer information and access such information only on as need to know basis for business purposes.
- Comply with all regulations regarding corporate integrity and security obligations. Report Unethical, fraudulent or unlawful behavior or activity.