HEALTHY START MOMCARE NETWORK, INC.
ADMINISTRATIVE SERVICE ORGANIZATION

EQUAL OPPORTUNITY EMPLOYER

POSITION DESCRIPTION

Job Title: Director of Analytics
Location: Tallahassee, FL
Status: Exempt
Employment Type: Full-time
Reports To: COO
Salary: $70K+

Join a dynamic work environment where every day you make positive impacts on the health of new mothers, fathers, babies, and their families. Our team provides support for services statewide to help give every baby a healthy start in life. As a full-time, regular employee, the Director of Analytics is eligible upon hire for a generous benefits package that includes employer paid health insurance, dental insurance, and retirement plan. Employee benefits also include generous paid leave time with holidays.

Join an innovative team that is truly making a difference. Learn more about us at HealthyStartFlorida.com.

JOB SUMMARY
Under the general direction of the Chief Operations Officer (COO) of the Healthy Start MomCare Network, Inc. (HSMN) and the Florida Association of Healthy Start Coalitions (FAHSC), the Director of Analytics is responsible for leading the development of data analytics and systems, ensuring data/information quality assurance on and security of all data collected for state and federally funded programs, and reporting on all contractual deliverables for state and federally funded programs, including outcomes. The Director of Analytics will research and develop strategies for continuous quality improvement on the analytics of all state and federal programs while ensuring alignment with the priorities of FAHSC and its administrative services organization, HSMN. The Director will ensure compliance with all the organization's security. As a member of the senior staff, this position, in cooperation with other senior staff members, will advise the Leadership Team through the COO, on utilizing data and information to make informed policy and program decisions; will foster a team-oriented work environment, while giving priority to providing data and technology support to all providers serving pregnant women, children 0-3 years, and their families.

DUTIES AND RESPONSIBILITIES:
- Analytics
  - Conduct and/or oversee data analytics for all state and federally funded programs.
  - Compile and/or oversee for both state and federally funded programs, the production of data reports on services, outcomes, data quality, Medicaid claims utilization and trends as requested by the Leadership team, Boards of Directors, and funders.
- Supervise two positions: the Data Manager of Federal Grants and the Data Manager of State Grants.
- Oversee contractor operations and reporting pertaining to Medicaid claims.

- Ensure operational and appropriate data security, through HIPAA compliance and adherence to the HITECH Act, and ensure program compliance with all state and federally funded programs' policies and procedures, both internal and external.
- Review and approve data related to vendor contracts, invoices, and funder reports prior to sending to the COO for final approval. Use tracking systems to monitor payments for awarded contract amounts.
- Contribute to the Leadership Team's efforts to promote an organizational culture of collaboration, open and frequent communication, adaptation, alignment with a common vision, and celebration of success in achieving specific project and broader organizational objectives.
- Provide reports and contribute to creating presentations for the Boards of Directors, as requested by the COO.
- Provide reports and contribute to creating presentations for legislative and other stakeholder needs, as requested by the COO.
- Oversee Medicaid claim submission operations and the reporting of results to our Healthy Start Coalitions and Providers. Ensure data used is accurate and complete.
- Oversee data reporting for all state funders. Provide reports as needed for internal operations and trending, contract deliverables, and continuous data quality improvement.
- Oversee data reporting, data quality and data completeness for federally funded programs. Provide reports as needed for internal operations and trending, contract deliverables, and continuous data quality improvement.
- Research new technology needs, and provide assistance where needed for creating and/or responding to procurements and proposals.
- Perform other duties as assigned.

REQUIRED SKILLS, QUALITIES, AND ABILITIES
- Strong organizational leader with excellent written and oral communication skills
- Disciplined, conscientious, and works well independently.
- Work ethics of appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect and teamwork.
- Ability to prioritize workload and function effectively within and outside the office in a cross-cultural, interdisciplinary environment.
- Ability to work under pressure to complete multiple tasks, meet demands and deadlines with a positive, constructive attitude.
- Ability to handle sensitive and confidential matters and respond as required.
- Strong knowledge and use of all Microsoft Office applications, especially Excel with the use of all its functions and data analysis tools.
- Strong Microsoft SQL skills.
- Understanding of legal language in all types of business contracts and risk assessment.
- Ability to manage a heavy workload and perform effectively managing numerous significant responsibilities and challenges with competing priorities.
- Background in and working knowledge of computerized management information systems.
- Experience extracting and analyzing data from multiple sources.
- Experience developing reports and/or dashboards for presenting findings; data visualization is advantageous.
- Demonstrate proven ability in organizational development, information technology, business transformation, and project management.

EDUCATIONAL AND OTHER REQUIREMENTS

Bachelor's degree from a recognized university in a science related field (Mathematics, Economics, Computer Science). Master's degree preferred with at least 5 years of progressively evolving data management and team leadership in a service-oriented organization. Strong leadership, organizational, and excellent written and oral communication skills.

Informatics, data analysis, and security experience strongly preferred as well as Medicaid claims submissions and working with vendors on data system development.

COMPUTER EQUIPMENT AND SOFTWARE:
- Advanced working knowledge of Microsoft Office Suite: Excel, Word, Outlook (required)
- SQL database programming
- Tableau or other visualization software experience – a plus.

Physical Demands & Work Environment:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, talk, hear, and use hands and fingers to operate and handle keyboards and controls. The employee is occasionally required to walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Other:

- Upon hiring, the candidate will be fingerprinted, and a background screening will be conducted.
- This position may require statewide travel.
- The location for this position is the Healthy Start MomCare Network, Inc., office at 2002 Old St. Augustine Rd. Suite E-45, Tallahassee FL, 32301, with opportunities for some remote work.