JOB DESCRIPTION

*(Job Title)*

*(Department/Division)*

**Job Description:**

This employee will be responsible for program reporting activities for Ryan White Part B funded programs in (State), including quality management measures. The primary activities of this position are data collection, analysis and reporting. This employee will report to the HIV Care Program Manager.

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**Responsibilities:**

* Performs evaluation and analysis of data; prepares routine reports documenting results of findings; creates reports using MS Access, Excel, Word, or PowerPoint; may participate in formal or informal presentation of findings.
* Manage the CAREWare data collection software system and prepare reports to assess the impact of Ryan White funds.
* Provides technical assistance and training to contracted providers on research, evaluation and information systems activities.
* Designs and maintains summary reports for staff use and/or for federal and state funders.
* Performs chart reviews at provider agency sites and other data quality activities.
* Reviews program reporting requirements and current data collection systems in order to ensure efficiency; designs source and output documents; develops schedules; provides training for staff members and providers when new procedures are implemented.
* Reviews procedures for the reporting of data by providers; institutes methods of monitoring information received in regard to timeliness, completeness and accuracy; designs and implements procedures and programs to update information.
* Coordinate and oversee the moving of CAREWare to a centralized network and ongoing management of the CAREWare system and program updates.

**Skills**:

Ability to:

* Work effectively with funded providers.
* Work effectively as a member of a team.
* Present ideas effectively, both orally and in writing.
* Use MS Access, Excel, Word, and PowerPoint to analyze data and present reports, SAS and SPSS experience desired.
* Learn use of Ryan White CAREWare, EvaluationWeb and other agency database systems.
* Balance work between multiple projects and use good organizational skills.

**Preferred Experience:**

Excellent skills working with MS Office software, in particular Excel

Experience working with SAS and SPSS

Experience with CAREWare