

**JOB TITLE :** Director, Strategic Regional Data, Reporting and Finance

**LOCATION:** Okanogan, Twisp, Omak, Remote

**DEPARTMENT :** Advance

5476 and RCORP Grant Funded

Revised Date: April, 2022

**FLSA STATUS :** Exempt

**REPORTS TO :** Executive Director

**PRIMARY ACCOUNTABILITY** : Leads and facilitates the collection, interpretation and analysis of data for the purpose of strategic decision making related to Advance projects and services

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- 1) Leads and facilitates the collection, interpretation and analysis of data for the purpose of strategic decision making related to Recovery Navigator Program, SUD projects, Care Connect and other sources of Advance revenue
- 2) Develop plan for obtaining and tracking data points in strategic program areas
- 3) Work closely with program teams to prioritize information needs
- 4) Set up data infrastructure, develop and maintain databases
- 5) Descriptive analytics: collect, analyze, and report on data to inform programming decisions
- 6) Identify new sources of data and methods to improve data collection, analysis, and reporting
- 7) Support grant leaders and team in making tactical decisions through data reporting
- 8) Understand technical issues associated with collecting, analyzing and reporting data
- 9) Acquire data from primary and secondary sources and maintain data systems
- 10) Identify, analyze, and interpret trends or patterns in complex data sets
- 11) Filter and clean data
- 12) Create visualizations of data
- 13) Locate and define new process improvement opportunities
- 14) Establish and maintain relationships with partners in the four-county NCW region and specific statewide agencies for regular exchange of information related to project metrics
- 15) Work closely with hospital chargemasters, law enforcement data personnel, and recovery services to keep data as up-to-date as possible
- 16) Present findings and data trends to partners, stake-holders, and elected officials at regional and state level
- 17) Respond to ad hoc, quick turn-around data requests from team members
- 18) Translate analytics into non-technical insights
- 19) Analyzing data to find answers to specific questions
- 20) Provides direction and instruction to program teams both internally and externally for the timely completion of required data and narrative reports

### **GENERAL DEVELOPMENT**

1. Requires more advanced organizational skills, in order to organize projects or the work of others.
2. Job duties require the ability to work independently and as part of a team.
3. Duties require the ability to effectively perform in response to workflow or ongoing direction by supervisors or others.

4. Ability to determine an effective response to situations encountered within established precedent.
5. Work requires consideration of the impact of work products on other employees in the work process.
6. Duties require analysis of information following established methods, not requiring the employees own opinions.

### **PROFESSIONAL & TECHNICAL KNOWLEDGE**

1. Job duties require an advanced level of general skills, including written and verbal communication skills, critical thinking, computer skills and mathematical knowledge, and training in research methods and/or utilization typically acquired through completion of a degree in public health research, nursing, sociology, behavioral health or a related field.
2. Ability to troubleshoot and resolve data issues
3. Ability to build tabular and/or visualization reports as needed
4. Excellent analytical skills - the ability to identify trends, patterns and insights from data.
5. Strong attention to detail
6. Presentation skills – ability to write and speak clearly to easily communicate complex ideas in a way that is easy to understand.
7. Problem solving skills

### **TECHNICAL SKILLS**

1. Ability to prepare more complex documents using computers, including creation of tables, charts, graphs and other elements.
2. Ability to use computers to create and manipulate complex data analytics information.
3. Ability to create advanced presentations.
4. Ability to create, send and manage large volume email.
5. Ability to source, access, and use multiple web based data platforms and tools for data collection and presentation

### **COMMUNICATION SKILLS**

- 1) Job duties require the employee to effectively communicate basic or non-technical information to co-workers or others.
- 2) Employees are expected to exercise tact and diplomacy in the resolution of mild conflicts or disagreements.
- 3) Employee is required to effectively communicate using FHC's core values; the **Core Dimensions**
  - a) **R**espect—using manners and appropriate language; maintaining a person's dignity and confidentiality; giving credit where due; asking others for their input and feedback.
  - b) **E**mpathy—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact.
  - c) **G**enuineness—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made).
  - d) **S**pecificity—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans.

- 4) Job duties require employee to provide excellent customer service to all internal and external customers.
- 5) Job duties require the effective communication of information during informal and formal verbal presentations.

**WORK ENVIRONMENT**

Work is performed in an office environment.

**TYPICAL PHYSICAL DEMANDS**

<b>Physical Requirements</b>	N/A	Rarely ( 1-12%)	Occasionally ( 13-33%)	Frequently ( 34-66%)	Regularly ( 67-100%)
Standing				x	
Walking				x	
Climbing		x			
Sitting					x
Stooping / Kneeling			x		
Lift/Carry up to 15 lbs.			x		x
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level		x			
Reach further than arm's length			x		
Fingering					x
Grasping / Holding			x		
Talking					x
Hearing					x

Seeing					x
Work in confined spaces		x			
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment			x		
Work at heights balancing	x				
Use/exposed to hazardous substances	x				

*This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.*

**Signature below acknowledges that I have received a copy of my job description.**

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*Employee Signature* *Date*

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*Witness Signature* *Date*