

KEDREN COMMUNITY CARE CLINIC

POSITION TITLE

JOB CLASSIFICATION

DATA ANALYST

NON-EXEMPT

DIVISION:

PRIMARY CARE

POSITION OBJECTIVE:

The Data Analyst position assists with the management of data with Kedren. The Data Analyst is accountable for aspects of data management, including: documentation and tracking of data, graphical display, reporting and integrity of data reports.

DUTIES INCLUDE BUT NOT LIMITED TO:

- Perform quantitative and qualitative analysis of data in order to produce business intelligence reports, performance charts, graphs and other reports, and develop and present healthcare data analytical solutions
- Extract, update, and interpret medical data from a variety of databases/sources and transform it into intelligent, actionable reports
- Analyzes and reports data related to various operational metrics in order to make recommendations for operational process improvements to senior management
- Other duties as follows

MINIMUM QUALIFICATIONS:

- Knowledge of health care systems and healthcare compliance required; knowledge of community health care, Federally Qualified Health Centers, Medicaid and Medicare, and HRSA strongly preferred
- Experience with data analysis and interpretation required; experience with Access, Excel, or other statistical packages preferred.
- Familiarity with principles and practices of quality management strongly preferred.
- High degree of computer literacy required, including ability to learn new software and systems.

At Kedren we Value Workforce Diversity AND EOE M/F/D/V.