



Job Description

JOB TITLE: HRSA SURE Evaluation Data Coordinator
SCOPE: Full-Time/Non-Exempt
SUPERVISION: Reports to Director of Outcomes & Quality Impact

ORGANIZATION SPOTLIGHT:

DOORWAYS, a nationally-known interfaith non-profit, empowers clients to overcome poverty, HIV, and homelessness by providing numerous supportive services that improve Housing, Health and Hope. As a bi-state agency with broad impact, we assist nearly 3,500 clients annually. On the heels of opening our innovative 3-acre \$40M Jefferson Ave. Campus, we are poised to expand our programming to improve service provision, while taking the organization to new heights.

WHAT WE ARE LOOKING FOR:

The HRSA SURE Evaluation Data Coordinator will be the primary staff person collecting, cleaning, and managing evaluation data. This role includes collection and reporting of housing and clinical data on individuals. A successful candidate will need to be highly organized, efficient, and persistent in the face of challenges; these data can be complicated and time consuming to locate and collect in a regular fashion. This role also requires relationship building with multiple medical providers and the ability to adapt to methods for data collection that work best for each medical practice, nursing staff, or office manager/administrative staff.

MAJOR DUTIES AND RESPONSIBILITIES DUTIES:

- Enroll participants in the evaluation, including obtaining informed consent from individual participants
- Schedule time with individuals to administer baseline and follow-up surveys
- Administer surveys to intervention participants at multiple time points, maintain contact with individuals to collect follow-up data; Accurately record data in CaseWorthy and RedCap
- Act as the point person with multiple medical providers including requesting additional health outcome data and completing complete medical chart reviews as necessary to identify health outcomes
- Attend mandatory in-person training and additional virtual trainings including Human Subjects Research training and Project specific training provided by the HRSA Sure Evaluation Provider; adhere to training and protocols throughout the grant cycle to assure integrity to
- Submit project data monthly in accordance with project requirements



- Provide feedback related to barriers and facilitators of program requirements to the Director of Outcomes and Impact in a timely manner.
- Distribute client incentives for completion of evaluation interviews
- Foster data quality and completeness by generating weekly and monthly reports out of CaseWorthy; share findings with Director of Outcomes and Quality Impact, Own Home Director and Chief Program Officer; attend team meetings on the SURE grant.
- All other duties and special projects as assigned by supervisor
- Train program staff on appropriate data entry as necessary
- Assist with reporting tool development as part of the Data Team.

REQUIRED SKILLS and ABILITIES:

- Strong attention to detail and effective communication skills
- Comfort with, and experienced in interpreting data and transferring data between multiple data systems.
- Collaborative working style and ability to work well with program staff and external stakeholders.
- Fast learner who is challenged by learning new things and seeks to update processes for efficiency while adhering strictly to project protocols
- Ability to work independently and engage supervisor as needed.
- Highly organized, ability to manage multiple responsibilities with tight deadlines and handle full workload to meet proposed deadlines.
- Flexibility and creativity in delivering objectives, ability to adapt and adjust to changing priorities.
- Demonstrated passion for data and using data to represent the agency to a variety of stakeholders.

WORKING CONDITIONS:

The Coordinator will require significant time training with their supervisor, which would take place during standard business hours (8:30a-5p). Once the probationary period is complete, some flexibility in scheduling may be approved by the Supervisor.

DOORWAYS staff work to achieve optimal levels of personal performance and accomplishment. This position is part of a competent data team that stresses strong evidence of project results. DOORWAYS is always open to new ideas and improvement strategies. Staff initiate good conceptual ideas with practical applications.

EDUCATION, EXPERIENCE, and ABILITIES:

Minimum:

- Significant STEM-related experience, training, or classwork will also be considered.
- Experience in data entry.
- Computer and internet savvy.



Desired:

- Experience working in CaseWorthy, SCOUT, or RedCap data systems.
- Experience working with HIPAA and confidential Personally Identifiable Information.
- Bachelor's degree in information technology, computer science, quantitative, scientific, or STEM and/or business-related field preferred. Will consider previous experience.

SPECIFIC REQUIREMENTS

- Basic understanding of relational databases.
- Must be able to read, write and speak the English language.
- Must be able to follow written and oral instructions.
- Must have a positive attitude on a daily basis and work well with diverse populations.
- Ability to maintain strict confidentiality and build professional relationships with staff, medical providers, and clients.



ACKNOWLEDGMENT

I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of **HRSA SURE Evaluation Data Associate** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I understand that as a result of my employment, I may be exposed to the AIDS and Hepatitis B Viruses.

Initial: _____ Date: _____

This job description in no way states or implies that these are the only duties the Housing Navigator will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or I and such termination can be made without notice.

Date

Signature – HRSA SURE Evaluation Data Associate

Date

Signature – Director of Outcomes & Quality Impact

DOORWAYS provides equal employment and social service opportunity to all regardless of race, color, sex, national origin, ability, gender, gender identity, gender expression or sexual orientation.

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