

Job Title: Project Evaluator

Reports to: Eileen Williams

Location: Ottawa

Schedule: 20 hours per week, various days and hours

Job Summary:

The Evaluator is responsible for providing direct support to the clinics quality improvement plan, including the design and oversight of activities that support quality improvement initiatives. They will be focused on projects supporting the implementation and improvement of initiatives in medical, mental health, and care coordination services by using a team-based method to achieve improved outcomes as well as improving patient experience. They will use clinical applications software to design interventions to support teams in carrying out the interventions and in capturing data to support workflows and measure improvement.

Duties:

- Coordinate and monitor NOMs data collection (identifying eligible clients, scheduling baseline assessments, tracking reassessments and discharges)
- Oversee data entry into SPARS and HR data elements/reports needed for performance assessment
- Lead evaluation/CQI team, convene monthly CQI meetings
- Work with independent evaluator to create a comprehensive data collection and analysis plan and implement, oversee all data collection needed for performance assessment for the grant
- Provide data extracts to the independent evaluator
- Review and provide feedback on all external independent evaluation products and reports, coordinate leadership team feedback
- Report on IPP measures quarterly
- Participate in national evaluation efforts

Skills/Abilities:

- Excellent verbal and written communication skills, interpersonal and customer service skills, organizational skills, and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills, ability to multitask
- Strong supervisory and leadership skills, including ability to prioritize tasks and to delegate when appropriate
- Ability to function well in a high-paced and at times stressful environment
- Proficient with data analytics, Excel, and data reporting programs

Requirements:

- Master's degree in human services field (public health, health administration, social work, psychology, etc.) or bachelor's degree in human Services (public health, health administration, social work, psychology, etc.) with any combination of skills and minimum 3 years of experience equal to a master's degree in a healthcare services field
- 3 years professional experience conducting quantitative and qualitative data analysis, preferably with grant indicators
- Prolonged periods of sitting at a desk and working on a computer
- 25% of time spent walking or standing, travel 10-15%

Submit Resume to HR@ncbhs.org