



**WINNEBAGO COUNTY HEALTH DEPARTMENT
JOB DESCRIPTION**

Job Title:	Data and Quality Director
Center:	Administration
Reports to:	Public Health Administrator
FLSA Status:	Exempt
Grade Level:	18
Date Created/last reviewed:	January 11, 2018

POSITION SUMMARY

The Data and Quality Coordinator promotes individual and population health by leading public health informatics and quality improvement initiatives across all centers and programs in the Department. Responsibilities include developing, implementing, and evaluating these initiatives, establishing, leading and maintaining intra- and inter- departmental teams, managing work plans and timelines, and maintaining standards for national public health accreditation. Serves as the point of contact for data inquiries from community partners including the media to ensure that data is accurate, consistent, and appropriately sourced. Work will involve multiple initiatives and projects at any given time and will change as the initiatives and projects evolve.

ESSENTIAL FUNCTIONS:

Under general supervision and/or as part of various workgroups and teams, the Data and Quality Coordinator performs the following essential functions within the framework of Winnebago County Health Department's provision of the core functions and essential services of public health:

Leadership and Systems Thinking

- Facilitates and implements Departmental quality improvement and evaluation initiatives.
- Facilitates and implements Departmental public health informatics initiatives.
- Coordinates Department's documentation for maintenance of national public health accreditation.
- Demonstrates knowledge regarding and compliant with applicable professional practice guidelines and any other Federal and State laws and regulations applicable to practice as a public health professional.
- Adheres to Occupational Safety and Health Administration standards, such as those concerning exposure to bloodborne pathogens, toxic substances, airborne pathogens or exposure to other hazards during routine assignments or assignments during public health emergencies.
- Contributes to a work environment where continuous quality improvements in service and professional practice are pursued.
- Serves as the HIPAA Compliance Officer for WCHD and ensures compliance with the HIPAA Privacy Rule as defined by the Code of Federal Regulations, 45 C.F.R. 160, 162, and 164.
- Develops policies and procedures required to ensure compliance with the HIPPA Privacy Rule and HITECH (Health Information Technology for Economic and Clinical Health) Act through Health and Human Services (HHS).

Public Health Sciences

- Facilitates and implements the development, implementation and evaluation of a comprehensive public health informatics strategic plan for the Department.
- Provides technical assistance to centers, programs, and teams regarding public health informatics, data collection processes, information technology applications, and computer systems storage/retrieval.
- Facilitates and implements the development, implementation and evaluation of a comprehensive public health quality assessment and improvement plan for the Department.
- Coordinates the process for the Department's documentation for maintenance of national public health accreditation by the Public Health Accreditation Board.
- Provides technical assistance and training on quality assessment and improvement to centers, programs, and teams.

Community Dimensions of Practice

- Participates in the Department's design and application of the community health improvement strategies with a particular emphasis on developing and implementing evaluation of specific, measurable action plans in partnership with public and private organizations.
- Participates with community health partners in the development and implementation of Health Information Exchange(s).

Analysis and Assessment

- Contributes public health informatics expertise to the Department's community needs assessment process, health improvement goal setting, identification of public health policy and action options, program development, and creation of monitoring and evaluation plans.
- Performs data analyses and creates visual presentations of findings.

Policy Development and Program Planning

- Conducts comprehensive reviews of evidence related to public health informatics, quality improvement and public health accreditation.
- Serves on inter-jurisdictional or multi-agency committees involved in policy development related to public health informatics, health information exchange, quality improvement and/or public health accreditation.

Communication and Cultural Competency

- Delivers targeted, culturally-appropriate information to help individuals and groups understand health promotion and disease prevention information, policies, regulations and local code.
- Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial, and ethnic, sexual orientations, lifestyles and physical abilities.
- Adheres to ethical principles and Winnebago County and Winnebago County Health Departments' policy in the collection, maintenance, use, and dissemination of data and information.

Financial Planning and Management

- Contributes to the development and preparation of proposals for funding from external resources for health promotion and disease prevention initiatives and programs.
- Collaborates in activities such as time studies that contribute to the development of budgets and the efficient use of resources.
- Considers return on investment (ROI) for quality improvement initiatives.

Other

- Performs public health emergency response duties as assigned and consistent with training provided, in response to threats to the public's health consistent with job classification.
- Participates in Department and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job classification.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
- Performs other duties as assigned consistent with job classification.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy, respect and a caring manner in all interactions.
- Continually looks for, suggests and works on better ways to conduct work.
- Promotes patient rights and ensures confidentiality and privacy at all times.
- Be open to new ideas and changes; encourages others to do the same.
- Willingly flexes to meet changing workload demands and priorities.
- Treats each employee as an equal and valued member of the team and works cooperatively with other employees to complete work.
- Regular attendance is required as needed to accomplish job functions.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Education, Licensure, Certifications, Experience

- Master's degree in public health or related field.
- Three (3) years of public health experience.
- Experience in national public health accreditation (PHAB) preferred.
- CPHQ (Certified Professional in Healthcare Quality) certification preferred.
- Advanced HIPAA training and/or certification preferred.
- Must participate in assigned trainings, including on-line training in the National Incident Management System (NIMS) offered through the Federal Emergency Management Agency to obtain the following certifications:
 - Within 6 months of employment: ICS 100, ICS 200, ICS 700, and ICS 800
 - Within 12 months of employment: ICS 300 and ICS 400
- Successful completion of Winnebago County Health Department HIPAA Training.
- Valid driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Leadership and Systems Thinking Skills

- Proficiency in human relations, problem solving, conflict resolution, negotiation, decision making, critical, and analytical thinking skills.
- Proficiency in team building, group facilitation, leadership, and development of trust and capacity within the center, across the Health Department, and among community partners.
- Proficiency in recruitment, retention, and supervision of staff.
- Proficiency in the principles of mentoring, peer advising, and coaching for public work force development.
- Proficiency in the understanding and application of HIPAA Rules and Regulations to both individual and population-based healthcare.

Public Health Sciences Skills

- Proficiency in relating data and quality initiatives to the core Public Health functions and essential services of Public Health.
- Proficiency in the application of federal, Illinois state, and local governmental privacy and confidentiality including HIPAA regarding individual and population data.
- Proficiency in applying applicable rules, regulations, and safety procedures for assigned data and quality improvement initiatives and overall Department functions.
- Knowledge of the core functions and essential services of public health
- Knowledge of national public health accreditation standards and Illinois requirements for certified local health departments.

Community Dimensions of Practice Skills

- Proficiency in distinguishing and facilitating the role of governmental and non-governmental organizations in the development of partnerships and the delivery of community health services through the participation of key stakeholders
- Proficiency in provision of administrative support for the Community Health Improvement Plan implementation and evaluation.

Analysis and Assessment Skills

- Proficiency in using data management and quality improvement tools and application to health improvement initiatives at the population level.
- Proficiency in adhering to and assuring ethical principles in the collection, maintenance, use, and dissemination of data and information.
- Proficiency in quality improvement principles and application of public health standards to population interventions.
- Proficiency in the use and creation of new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches.

Policy Development and Program Planning Skills

- Proficiency in planning, implementation, and evaluation.
- Proficiency in policy development, feasibility analysis, incorporating policies into plans and systems, and policy evaluation and impact analysis.

Communication and Cultural Competency Skills

- Proficiency in written and oral communication including in person, through print and electronic means.
- Proficiency in assuring that cultural, social, and behavioral factors play a significant role in the accessibility, availability, and delivery of public health.
- Proficiency in applying communication and group dynamic strategies in interactions with individuals and groups and incorporating strategies for interacting with persons from diverse backgrounds.
- Proficiency in the application of teaching methods and techniques for presenting material and engaging a wide variety of audiences in learning experiences including but not limited to group process and facilitation; print and electronic educational materials; and formal presentations using a wide range of audio visual equipment.

Financial Planning and Management Skills

- Proficiency in understanding the general financing of public health.
- Proficiency in problem solving, decision making, critical and analytical thinking skills.

Other

- Must successfully complete a pre-employment/post offer drug screen.
- Must successfully complete a pre-employment/post offer background check, which may include; criminal and civil claims, credit report, finger printing, etc.
- Must possess and maintain a valid driver's license, current certificate of vehicle insurance, and access to reliable transportation is required.
- Proficiency in use of advanced computer skills: email, word processing, databases and spreadsheets, and internet searches.
- Proficiency in the Health Department/County's data systems including but not limited to Access, Cornerstone, INEDSS, Epi Info, Foxfire, Patagonia, Ahlers Title X Data System, and GIS within 3 months of hire.
- Ability to work longer shifts, nights, and weekends to meet operational needs as determined by management.
- Ability to meet the physical demands of the Essential Functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - Engages in the following movements: Sitting, standing, walking, reaching and writing/typing frequently; climbing, balancing, stooping, kneeling, crouching, lifting, fingering, grasping, and feeling occasionally.
 - Must be able to lift and/or move up to 10 pounds frequently and 30 pounds occasionally.
 - Hearing ability sufficient enough to communicate with others effectively in person and over the phone
 - Visual ability must be sufficient enough to read documents, computer screen and drive a car.
 - Must be able to be fitted and wear NIOSH 95 mask, in conjunction with emergency preparedness.

TOOLS AND EQUIPMENT USED

Must be able to use multi-line telephone, mobile phone, fax machine, copy machine, calculator, computer, scanner and printer.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee works in a typical office environment. The employee is exposed to noise from close working conditions and significant work pace/pressures.