



REACH Medical Job Posting

Position Title: Data Coordinator

Position Goals and Role:

This is a full time position at REACH Medical, PLLC.

REACH Medical, PLLC provides low-threshold, harm reduction-oriented primary care in a multi-disciplinary, integrated practice to further the REACH Mission of ensuring health equity to all who typically face stigma in the current healthcare system.

Responsibilities:

- Provide work that is completed predominantly on site
- Operate in a manner that complies with all organizational, city, county, state, and federal guidelines
- Attend designated meetings and keep accurate minutes/records when necessary
- Work collaboratively with:
 - Senior Management
 - Clinical Staff and Contractors
 - Contract Managers
- Collaborate with the Compliance Officer to create and carry out efficient processes utilizing excel and other cloud based information systems to:
 - Input, update, maintain, and analyze data to submit timely reports and dashboard for varied purposes such as:
 - grant reporting
 - audits
 - quality reports
 - productivity
- Identifying areas for process improvement and recommending solutions to enhance data entry and reporting efficiency and accuracy
- Manage and maintain the organization's website
- Maintain an orderly inventory system of all electronic devices and supplies for staff:
 - Work with Human Resources and Operations to order and assign needed electronics for incoming and current employees
 - Submit damaged or malfunctioning electronics for repair
 - Escalate complex IT issues to IT support contractors when necessary
 - Assist Compliance Officer with maintaining IT security/HIPAA compliance for all devices
 - Work with contracted IT specialists to maintain high levels of cybersecurity

- o Create incident reports for lost or damaged supplies
- o Inventory Management as above will expanded as needed
- Assist in the planning and implementation of Quality Assurance (QA) Committee meetings and reporting
 - o Maintain QA committee meeting minutes and agendas
 - o Collaborate with the Compliance Officer to track and report QA metrics to Senior Management and the Board of Directors.
- Assist with the creation and publishing of the weekly staff REACH Report
- Assist Compliance Officer in planning all Compliance Committee Meetings and Reports
 - o Including creating meeting agendas, taking accurate minutes, and creating monthly compliance updates for staff.
- Work directly with Operations team ensuring proper data capturing metrics are built into coordinating platforms appropriately.
- Other duties as assigned by the Compliance Officer
- Share in after hour responsibilities if / as indicated.

Qualifications:

- Must have extensive (2-4 year) experience utilizing:
 - o Cloud based information systems
 - o Excel
- Proficiency in data management and analysis tools is preferred
- Strong organizational skills
- Understanding of data privacy laws and regulations (HIPAA, GDPR, etc.)

Supervision:

The position reports to Compliance Officer

Benefits:

The position offers a competitive salary and benefits.