

Doctors Without Walls – Santa Barbara Street Medicine Data Coordinator

Position: The Data Coordinator ensures that the electronic medical record (EMR) is working and up to date. Most of the Coordinator's duties are carried out outside of normal clinic hours. The Data Coordinator implements changes, involving Medical Directors as needed, that enhance DWW-SBSM's ability to provide medical care to beneficiaries. This coordinator position requires a one-year commitment (6/1/19 - 5/31/20).

Qualifications:

- Must have volunteered with DWW-SBSM for a minimum of 6 months before the coordinator start date.
- Prior organizational and systems management skills preferred
- Knowledge of statistical and programming languages preferred.
- Well versed in experimental design and data analysis

Specific Responsibilities:

- Will collect, organize, and analyze EMR data
- Will work closely with the grant writer and Executive Director to write grants and program reports
- Will present data findings at Board meetings and publicity events
- Ensure EMR is up to date, working, and HIPAA compliant
- Must continue to attend clinics on a near-regular basis
- Will need to trouble shoot miscellaneous issues that arise with the EMR

Logistics and Development:

- Continually assess the EMR and look for opportunities to improve its functionality
- Be responsive to Clinic feedback
- Participate in DWW trainings to educate new volunteers about the EMR
- Develop or refine protocols as needed (in conjunction with medical directors).

Other responsibilities:

- Must attend bi-monthly meeting with Executive Director, or as needed
- Collect Program Data for monthly report to the Executive Director
- Must attend monthly Operations Meeting
- Facilitate and contribute in any unforeseen projects deemed a priority by DWW-SBSM leadership, the medical directors, the Board of Directors, and/or the Executive Director

Last revision date: 3/1/2019