**Milwaukee Center for Independence and Affiliates**

**Job Description**

***Job Title***: Internal Evaluation Specialist

***Department***: Whole Health Clinical Group (WHCG)

***Union or Non-Union***: Non-Union

***Exempt or Non-exempt*:** Non-Exempt

***Job Purpose***:

This is a technical support position which provides data collection and performance assessment, as well as implementation of evaluation plans for all Whole Health Clinical Group social service programs and integrated clinical services. Coordinates activities with external evaluation team and shares timely data/communication as needed.

***Reporting Relationships***

This position reports to the WHCG Director. This position has no direct reports.

***Essential Job Functions*:**

1. Track and assure the timely administration of intake and six-month National Outcome Measure reassessment interviews and other program specific data collection tools.
2. Assist with implementation and tracking for program evaluation.
3. Provide technical assistance to staff regarding data collection for NOMs and local evaluation.
4. Enter evaluation data into the SAMHSA online TRAC system and project databases.
5. Analyze workflows that impact program outcomes to standardize and optimize performance.
6. Collaborate and coordinate with other internal and external agency partners to communicate progress.
7. Participate in MCFI Quality department meetings and provide updates on project status.
8. Assist the MCFI Quality Director with the development of program dashboards and support reporting needs.
9. Follow MCFI Quality System guidelines.
10. Other duties as assigned by the Whole Health Clinical Group Director.
11. Participates in training, orientation, competency assessment and education of new employees.
12. Communicates clearly, concisely and accurately, creating a working climate that provides growth and job satisfaction of personnel.

***Required Technical Skills, Experience, Education, and Credentials*:**

1. Bachelor’s degree; course work in social science research preferred.
2. Experience in data entry and report writing support.
3. Minimum of 2 years’ supervisory experience.
4. Must communicate complex ideas and instructions effectively both in writing and verbally.
5. Licensure is preferred by not required.
6. Clinical experience related to mental health preferred
7. Must be familiar with Microsoft Word and Excel.
8. Motor vehicle record acceptable to program and/ or contractual requirements.
9. A valid Wisconsin driver's license, and automobile insurance with minimum limits of $50,000/$100,000 bodily injury and $10,000 property damage”.
10. Access to a personal vehicle.

***Required Competencies***

The competencies listed below identify the skills, behaviors and values that an employee must possess in order to be successful in this position.

1. Analysis/Reasoning: Examines data to grasp issues, draw conclusions, and solve problems.
2. Attention to Detail: Diligently attends to details and pursues quality in accomplishing tasks.
3. Researching Information: Identifies, collects, and organizes data for analysis and decision-making.
4. Results Focus & Initiative: Focuses on results and desired outcomes and how best to achieve them. Gets the job done.

***Work Environment and Physical Requirements***

The work environment and physical demands described here are representative of those that an employee may experience or must do to successfully perform the essential functions of the job:

1. Ability to work in a fast paced office environment utilizing various office equipment including, but not limited to, a fax machine, multi-line phone, office copy machine, and personal computer.
2. Hours of work will generally be during regular business hours and average at least 40 hours a week.

***Career Pathways***

This would include other positions a person that has successfully mastered this role could potentially move into and/or other responsibilities this role could eventually take on:

1. This positions could transfer to a similarly skilled position in a different department.

*This is a general outline of the essential functions of this position and shall not be construed as an all-inclusive description of all work requirements and responsibilities that may be inherent in this position. The employee may be required to perform other job-related duties as requested by the designated work leader(s). All requirements are subject to change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

*By signing below, I acknowledge that I have received, reviewed and understand my job description:*

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Employee Signature Date

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Employee Printed Name Date

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Supervisor Signature Date