JOB DESCRIPTION: POPULATION HEALTH COORDINATOR

JOB TYPE: FULL-TIME

WORK LOCATION: REMOTE

Position Summary

In support of the mission and goals of Community Health IPA (CHIPA), and under the direction of the Vice President of Population Health, the Population Health Coordinator will support the Population Health Department in pursuit of high performance on numerous quality outcomes as defined in our multiple value-based payment contracts.

Essential Functions Include:
- Assists the Population Health Department with:
  - Analysis and reporting on quality performance measures. These include clinical, facility utilization, financial, and risk adjusted measures
  - Preparing and distributing various reports to internal staff and health center staff on a set cadence to ensure continuous sharing of timely information and communication with stakeholders
  - Collaborates with Population Health team in presenting summary of findings to health center partners during monthly calls or on an ad hoc basis
  - Highlights changes in performance by health center and at the network level

- Uses data reporting and analytics tool (i.e., Azara DRVS and Azara Cost and Utilization Application), as well as other data visualization methods, to develop dashboards and scorecards and provide insightful views of performance relative to contractual targets
  - Report any unusual occurrences or issues to the VP of Population Health in a timely manner, and works with vendors to troubleshoot any issues with integrity of data
  - Knowledge of clinical measure regulatory standards (i.e. HEDIS, QARR, NQF) and remain up-to-date on changes to measures.
- Attend all meetings and/or training sessions as required
- Other duties and/or projects as assigned.

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Minimum Experience and Skills Required:

- Two years of experience in a health care or not-for-profit position. (Required)
- Possess skills in data analysis predominately in healthcare and/or clinical environment. (Required)
- Data analysis skills: 1 year (Required)
- Self-learner, strong motivation to get to the bottom of problems. (Required)
- Experience in effective data visualization and data analysis. (Required)
- Ability to manage several projects simultaneously and meet strict deadlines. (Required)
- Ability to organize and package information in a concise and attractive manner. (Required)
- Familiarity with visualization tools such as PowerBI (Preferred)
- Familiarity with Healthcare Effectiveness Data and Information Set (HEDIS) measures (Preferred)
- Experience working with Azara DRVS or other Population Health Management Tool (Preferred)
- Familiar with Value Based Care and/or Quality Incentive Payments (Preferred)
- Experience working at an FQHC (Preferred)

Education, Skills, Licenses and/or Certification Required:

- Associate degree
- Proficient in Excel
- Strong analytics and problem-solving skills
- Excellent research, writing and communication skills

Cooperation/Teamwork:

- Ability to work collaboratively with other staff
- Professional, courteous, and respectful attitude in dealing with coworkers and external stakeholders
- Recognizes and takes in constructive feedback as a tool for growth and knowledge
- Curious spirit, takes initiative, and is self-motivated
- Asks others for opinions and feedback; provides feedback in a tactful respectful way