



***The Far West Texas & Southern New Mexico Regional Advisory Council on
Trauma and Emergency Healthcare***

JOB TITLE: Population Health Specialist

STATUS: Fulltime Regular

GENERAL STATEMENT OF DUTIES:

The Population Health Specialist works collaboratively on projects supporting systems and environmental changes to improve the health of the region. Plans and implements outreach activities and the identification, analysis, and interpretation of health data to support ongoing program needs. Produces reports to summarize findings and support the quality program decisions and deliverables specific to special populations, and focused on improving health outcomes for the community.

QUALIFICATIONS:

Education: Bachelor's Degree in Healthcare Analytics, Statistics, Nursing, Public Health, Epidemiology, Population Health or related field.

Experience: Two years' experience with emergency healthcare systems data analysis, patient care, public health or information technology. Proficiency in interpreting and analyzing clinical data using statistical methodologies.

Equivalent combination of education and experience may be considered if applicable and must be directly related to the functions and body of knowledge required to successfully perform the job.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge: Must know or be able to learn quickly, the functions of the various components of the regional healthcare system. Should possess knowledge of data management utilized to provide analysis for performance improvement, reporting and grant writing. Must have a working knowledge of emergency healthcare preparedness and response including National Incident Management System implementation.

Skills: Should possess strong communications, organization and presentation skills. Must have proficient computer skills, with emphasis on spreadsheet, database capabilities, personal information management, presentation, and communication software. Proficiency in MS Office, especially Excel spreadsheets.

- Ability: Ability to analyze and interpret data in a clear and concise manner. Must possess strong oral and written communication skills. Ability to write reports, correspondence, and effectively present information to various audiences is required. Must be able to present health care data in a manner that supports decision-making. Must possess organizational skills, including project management, attention to detail and the ability to multi-task to handle multiple projects and deliverables within deadlines. Must possess the ability to work with multi-disciplinary teams and stakeholders. Advanced working knowledge of Excel spreadsheets and PowerPoint required and knowledge of or ability to learn other data visualization platforms.

Must be able to work overtime, overnight, and on weekends during emergencies and disasters.

DUTIES AND RESPONSIBILITIES:

Essential Functions:

- Assists in the development and provision of HPP programs to address at-risk population preparedness and response gaps identified through strategic planning, development of the HCC preparedness and response plans, or other assessments. When possible, efforts should be standardized at the HCC level to ensure efficiency and consistency.
- Plan community activities to address preventive and chronic care needs and reduce disease incidence.
- Assist in the refinement of BorderRAC data sets.
- Conducts research to support project initiatives.
- Collaborate on projects aimed at using clinical data to improve healthcare.
- Produce actionable reports along with analysis of data to make recommendations using spreadsheets, reports and dashboards.
- Build engaging narratives around data using analytic storytelling techniques.
- Generate routine and ad hoc reports, charts and other presentation materials.
- Participates in community education programs in support of BorderRAC initiatives.
- Serves as a member of the BorderRAC emergency response team including, but not limited to, operations within the Regional Health and Medical Operations Center.

Non-essential functions:

- Present a positive image of the organization by a neat and professional appearance.

- Make RAC members and the public feel respected and welcome.
- Maintain patient, hospital and EMS agency confidentiality.
- Contribute to and participate in team and individual efforts to improve the quality of services.
- Show initiative and judgment in controlling the utilization of resources and fiscal responsibility.
- Attend all mandatory in-services.
- Comply with policies on safety, hazardous materials, universal precautions, and infection control.
- Must maintain regular, consistent attendance.
- Adhere to acceptable standards of business ethics and integrity, and comply with all federal, state and local laws, rules, and regulations in all aspects of business and at all times.
- Must strictly adhere to compliance policies and legal requirements as a condition of employment.
- Attend all necessary meetings and in-services.

CONFIDENTIALITY OF INFORMATION AND CODE OF CONDUCT:

Confidentiality of Information:

Employee protects and safeguards the privacy of all confidential information, in compliance with HIPAA and applicable federal and state guidelines, by assuring data integrity, limiting the availability, prohibiting improper disclosure when it is stored, transmitted, received or disposed, and not discussing confidential information with others, including friends and family, who do not have a business “need to know”. Confidential information includes the following:

Patient information-protected health information (PHI)

Administrative information

Financial information

Human resources information

Payroll information

Code of Conduct:

Employee follows the RAC Code of Conduct, which are rules to guide us in our work to assure the highest standards of business ethics and compliance as follows:

- 1. Legal Compliance:** comply with federal/state laws.

2. **Business Ethics:** accurately & honestly represent the Organization and not defraud anyone of money, property or service; at a minimum comply with the “DSHS Guide to Key Financial Responsibilities”.
3. **Confidentiality:** protect confidential information.
4. **Conflict of Interest:** do not use position to profit personally.
5. **Business Relationships:** business transactions are free from offers or solicitation of gifts/favors.
6. **Protection of Assets:** preserve assets by using resources prudently and effectively.
7. **Patient Rights:** respect and support patient rights to privacy & treatment

SERVICE EXCELLENCE CRITERIA:

- Shows courtesy, compassion and respect.
- Communicates with all customers appropriately.
- Contributes to teamwork and harmonious working relationships.
- Supports and demonstrates continuous improvement of quality and service.
- Shares ideas and suggestions.
- Participates in projects.
- Reports problems or unusual events appropriately.
- Participates in problem solving.
- Demonstrates behavior that promotes professionalism and self-development.
- Participates in educational programs and seminars.
- Promotes cost consciousness.
- Displays professional appearance.
- Promotes professional environment, including emphasis on cleanliness and safety.

TYPICAL PHYSICAL DEMANDS:

Works in indoor and outdoor environments in all types of conditions, temperatures, and weather. Must possess physical and mental health to meet the demands of the position. Must be able to travel and participate in the regional RAC meetings and appropriate meetings related to state and regional trauma system or emergency management activities.

JOB RELATIONS:

Accountable to: BorderRAC Executive Director
Supervised by: BorderRAC Executive Director
Supervises: none

UPGRADINGS AND TRANSFERS:

No formal line of promotion.

I hereby acknowledge receipt of and agree to abide by the above job description, which covers the position that I work here at BorderRAC, so long as I am employed by the Organization.

Signature of Employee

Date

Signature of Witness

Date