

SCORH Job Description for Performance Improvement Specialist

REPORTING RELATIONSHIP: Senior Director, Community Health Transformation

POSITION SUMMARY:

The Performance Improvement Specialist supports the Community Initiatives team by contributing to performance comparison and analysis, project reporting, development, implementation, and monitoring while building relationships and collaborating with a variety of groups and partners.

QUALIFICATIONS:

EDUCATION AND/OR EXPERIENCE: Bachelor's degree required (public health or health administration degree preferred) Experience in performance improvement, project planning and coordination. Proven ability to effectively work with multiple projects and groups.

COMPUTER KNOWLEDGE: Outstanding proficiency with Microsoft Word, Excel, and PowerPoint is required.

PHYSICAL: Must have the ability to sit, move about and be able to effectively communicate. Must have the manual dexterity necessary to operate standard office equipment. Must be able to operate a motor vehicle and have reliable transportation. Must maintain a valid SC driver's license.

SCOPE OF WORK:

- Support Senior Director and Technical Assistance team in encouraging and creating appropriate strategies that address identified community health improvement needs in alignment with program goals for SCORH community programs.
- Assist with monitoring Coalition/Network action plans and aligning them with identified program goals and expectations
- Assist with development of program workplans and timelines with measurable goals, monitor deliverable completion, and facilitate any necessary changes to the plan
- Coordinate program communication and manage program documentation in collaboration with the Community Initiatives team, including, Senior Director of Community Health Transformation, funders and partners
- Establish a highly collaborative environment in which all program stakeholders are encouraged to engage in program objectives and identify and share best practices among programs and across states.
- Assist with data collection and overall program evaluation efforts, including communicating timelines and reviewing data entry and completion.
- Assist with planning, executing, and documenting productive local and statewide meetings, retreats, and webinars
- Work with other team members to produce and share relevant and meaningful reports, materials, and presentations

- Review grant applications, progress reports, final reports, budgets, and program data entry, per funder requirements, to ensure accuracy and completeness.
- Assist with development of program reports for funders and SCORH.
- All other duties as assigned