



JOB DESCRIPTION: INFORMATICS SPECIALIST

Job Summary

The **Informatics Specialist** works in close coordination with IT, Operations, Quality and Program staff to develop, utilize and support information systems, workflow, and processes for the collection and reporting of program data to support supervisory functions, contract compliance and overall operational efficiency. This position requires a business minded individual who has technical, organizational and communication skills.

Responsibilities

General

- Contributes to Pathways' mission, vision, and program philosophies by way of work product and professional behavior with both internal and external consumers
- Adheres to all current federal & state laws, as well as Pathways' Policies and Procedures, including the safeguarding of confidential healthcare information and compliance with the Health Insurance Portability & Accountability Act (HIPAA)
- Reports immediately any suspected incidents of child abuse or neglect to his/her immediate supervisor and the Child Abuse Hotline
- Identifies and seeks resolution for potential problems arising with foster/adopt parents, staff, or other involved parties
- Ensures all electronic records are maintained and current
- Attends agency/department/program meetings
- Stays abreast of new technologies, systems and best practices related to the responsibilities of the position when possible/necessary
- Completes other duties as assigned by his/her immediate supervisor

Systems and Data

- Oversee the utilization, training, support and ongoing improvement of primary data system.
- Provides initial and ongoing training and support for company's primary data system
- Identifies, tracks and creates specifications for the development of system enhancements, bug fixes and new feature requests; working with 3rd party vendors as needed
- Manages and coordinates requests for, and provides custom reports for all programs
- Reviews, updates and develops data entry forms & documentation templates as needed
- Develops and submits monthly, quarterly and year end reports to support supervision activities, internal monitoring, quality assurance and compliance
- Performs & manages regular and ad hoc configuration changes for primary data system
- Responsible for data system rollout & implementation of new programs
- Identifies and communicates critical gaps in system configuration & workflow for the purpose of improving operational efficiency

Supervisor:	Director of Communications
Supervises:	N/A
Work Hours:	Monday through Friday, 8:00 am to 5:00 pm (evening and weekend hours when necessary)
Classification:	Exempt

Education & Experience

- Bachelor's degree preferred, but not required
- 5+ years IT/MIS experience preferred

Knowledge, Skills, & Abilities

- Ability to support the agency's culture, growth, and success through communication, accountability, and positivity
- Ability to be clear headed and decisive based on the scope of the position
- Ability to work efficiently and effectively both individually and as part of a team
- Ability to appropriately accept feedback through the supervision process - thus displaying the willingness to learn, grow, and improve
- Ability to effectively communicate with Pathways' staff, foster-adopt parents, caregivers, support providers, external agencies, and professional service providers via phone, in person, and through written correspondence
- Confident self-starter with the ability to exercise sound, independent judgment to produce desired results in a timely/proficient manner
- Competent in using Microsoft Word, Excel, Power Point, Go To Meeting, the Internet, and other software applications
- Organizational skills
- Ability to effectively present information to and train employees and external users

Additional Requirements

- Proof of valid Texas Driver's License (Type C)
- Access to reliable transportation
- Three (3) employment references
- Cleared criminal background check and signed statement regarding felony indictments/convictions
- Cleared TB test results (current within 12 months prior to employment)
- Cleared drug screen

Physical Demands

With or without reasonable accommodation, the physical and mental requirements of this job may include the following: seeing, hearing, speaking, and writing clearly. Occasional reaching with hands and arms, stooping, kneeling, crouching, crawling, frequent sitting, standing and walking, may be required for long periods of time and may involve climbing stairs, walking up inclines, and on uneven terrain. Additional physical requirements may include, frequent lifting and or moving up to 25 pounds.

DISCLOSURE STATEMENT

The above statements reflect the general details considered necessary to decide the essential functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job.

I HAVE READ THE ABOVE JOB DESCRIPTION AND UNDERSTAND THE REQUIREMENTS OF THE JOB.

Systems and Data Specialist Printed Name

Systems and Data Specialist Signature

Date

Supervisor Signature

Date