

**APPLY IN PERSON AT:**  
Human Resource Department  
909 Packerland Dr  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**  
Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**  
<http://oneida-nsn.gov>

### **SECOND POSTING OPEN TO ALL APPLICANTS**

**POSITION TITLE:** Data Coordinator  
**POSITION NUMBER:** 02968  
**DEPARTMENT:** Community Health  
**LOCATION:** 2640 West Point Rd Green Bay WI  
**DIVISION:** Comprehensive Health  
**RESPONSIBLE TO:** Health Promotion Supervisor  
**SALARY:** NE07 \$16.95/Hr. (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** February 12, 2020  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** February 19, 2020  
**Proposed Start Date:** As Soon As Possible

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### **POSITION SUMMARY**

Coordinate all data for Community Health Services. This includes but is not limited to collecting and or entering data, conducting statistical analysis, generating graphic representation of the data for reporting, and performing all billing operations for the Diabetes Prevention Program. This position will also provide administrative support for Health Promotion.

### **DUTIES AND RESPONSIBILITIES:**

#### **Data Coordination**

1. Provide statistical support to Community Health Services including Health Promotion, Case Management/ Long Term Care, WIC/Nutrition, Population Based Care and the Public Health Officer.
  - a. Assist in preparing progress and data reports; ensuring their accuracy and timeliness in submission.
2. Gather statistical data for Health Promotion/Disease Prevention programs.
  - a. Collect data from various sources such as registration form (on-line and in-person), database entries, and information from medical records.
  - b. Monitor data collected and ensure that all forms are filled out completely, accurately, and consistently.
  - c. Analyze data and work with the program staff to make appropriate modifications to improve the program.
3. Prepare graphic representation of the data for achievement of quality performance outcomes and report progress monthly.
4. Coordinate the data transmission to the Center for Disease Control.
5. Conduct all billing processes for the Diabetes Prevention Program.
6. Assist with conducting Quality Improvement studies as needed for process/program improvement.

#### **Administrative**

1. Attend meetings and takes minutes as requested.
2. Schedule department events and activities; manage departmental or manager's calendar.
  - a. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
  - b. Photocopy, collate, distribute, and file documents. Maintain and operate office machines, equipment, and computers.

## **JOB DESCRIPTION**

### **Data Coordinator**

#### **Page 2**

#### **DUTIES AND RESPONSIBILITIES:(Cont.)**

3. Contribute to a team effort and accomplish related results as required.
4. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
5. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, walk, talk and hear.
2. Work is generally performed in an office setting with a moderate noise level.
3. Evening and/or weekend work and extended hours and irregular shifts may be required.
4. A Tuberculosis (TB) Screening and/or TB Skin Test are required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge of business English, proper spelling, grammar, and punctuation.
2. Knowledge of records management.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Skill in inter-personal and customer relations. This requires the incumbent to deal with tribal employees and the general public with tact, courtesy, respect, objectivity, and maturity.
5. Ability to develop organizational tools and track large amounts of data.
6. Ability to communicate effectively both verbally and in writing.
7. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
8. Ability to represent the organization in a professional manner, building respect and confidence.
9. Ability to handle multiple tasks and meet deadlines.
10. Ability to interpret data and statistical needs.
11. Ability to design and conduct statistical studies and analyze the results.
12. Ability to obtain First Aid Certification and CPR certification.
13. Ability and willingness to obtain Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
14. Must adhere to strict confidentiality. **(Must sign a confidentiality statement prior to employment.)**
15. Must complete Health Insurance Portability and Accountability Act (HIPAA) training prior to employment.
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
18. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
19. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
20. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Two (2) years working with data or statistical analysis.

**JOB DESCRIPTION**  
**Data Coordinator**  
**Page 3**

**MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Bachelor's degree in Mathematics, Economics, Computer Science, Information Management, Statistics or related field from an accredited college or university with data or statistical experience. An equivalent combination of education and experience may be considered.
2. Must complete training in Healthcare Statistics and Analytics within one (1) year of hire.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**