

**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 Manager  
**SALARY:** NE07 \$16.95/Hr. (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** October 13, 2021  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** October 20, 2021  
**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**

Under the direct supervision of the Health Promotion Manager, this position will coordinate all data for Community Health Services including but not limited to, collecting and entering data, conducting statistical analysis, generating graphic representation of the data for reporting, and performing all billing operations for the Diabetes Prevention Program. Provide administrative support to Community Health Services. Continuation of this position is contingent upon funding allocations.

## **DUTIES AND RESPONSIBILITIES:**

The Data Coordinator performs the following essential functions within the framework of the Public Health Core Competencies (PHCC). These 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.

### **Analytical and Assessment Skills**

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. Actively participate in Quality Assurance and Improvement Studies using the Plan-Do-Check-Act model.

### **Policy Development and Program Planning Skills**

5. Actively participate in the planning and implementation of the Community Health Services Strategic Plan.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

### **Communication Skills**

7. Coordinate the data transmission and reporting to the Center for Disease Control.
8. Attend meetings, take minutes as requested, and distribute to meeting attendees.

## **JOB DESCRIPTION**

### **Data Coordinator**

#### **Page 2**

#### **Communication Skills (Cont.)**

9. Prepare correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
  - a. Photocopy, collate, distribute, and file documents. Maintain and operate office machines, equipment, and computers

#### **Cultural Competency Skills**

10. Practice excellent customer service skills always to include, but not limited to, addressing customer and employee needs courteously and promptly.

#### **Community Dimensions of Practice**

11. Assist in planning and coordinating Health Division sponsored conferences, workshops, and continuing education programs such as Just Move It-Oneida.

#### **Financial Planning and Management Skills**

12. Conduct all billing processes for the Diabetes Prevention Program.
13. Create requisitions for all orders for programming including but not limited to program supplies, event supplies, contractual agreements, etc.
14. Maintain purchasing records.

#### **Leadership and Systems Thinking Skills**

15. Contribute to a team effort and accomplish related results as required.

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

1. Frequently sit, walk, talk and hear.
2. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in an office setting with a moderate noise level.
4. Evening and/or weekend work and extended hours and irregular shifts may be required.
5. A Tuberculosis (TB) Screening and/or a 2 step TB Skin Test is required within thirty (30) days of employment.

#### **STANDARD QUALIFICATIONS:**

Must adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

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. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
13. Oneida Certification on Reporting Child Abuse and Neglect 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 within thirty (30) days of employment and annually thereafter.
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.

## **JOB DESCRIPTION**

### **Data Coordinator**

**Page 3**

#### **STANDARD QUALIFICATIONS(Cont.):**

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 Nations Gaming Division.
20. A valid driver's license or occupational driver's license, reliable transportation and insurance is required. Must obtain a Wisconsin 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 and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Law 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.

#### **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, or Statistics or related field from an accredited college or university and two (2) years of data or statistical experience.
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.**