

Project Coordinator (Data)

- **FLSA Status:** Full-time, Non-Exempt
- **Compensation:** Starting at \$20.00 - \$25.00 per hour (DOE)
- **Post Date:** January 18, 2023
- **Application deadline:** February 1, 2023

Under the supervision of the Data Management Manager, the Coordinator supports the overall data team with organization-wide program and project data reporting and management. The Coordinator will prepare, process, and maintain program data to ensure the accessibility, reliability, and timeliness of the data for its users and stakeholders. The overall goal for the Coordinator is to support strong data integrity for the organization by assuring that information is being accurately entered into Sacramento Covered's care management platform, validating data, and documenting data workflow processes while following proper procedures for formatting and securing data.

About Sacramento Covered

Sacramento Covered is a nonprofit with a mission of improving the overall health and wellbeing of Sacramento area residents by connecting individuals and families to health coverage, primary and preventative care, behavioral health services, and other health-related resources. We value our team members for the essential work they do in our community year-round. Because of this, we prioritize offering competitive pay, robust benefits, and maintaining a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

Healthcare Benefits

We provide:

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



Wellness Program & Paid Time Off

Each year, we provide:

- 120 hours of vacation and sick time
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



Financial & Retirement

We offer:

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



Other Benefits

We also offer:

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)
- Modern collaborative work space*
*most positions



Job Duties

The Project Coordinator will be expected to:

- Examine data for errors related to formatting.
- Locate and eliminate duplicate entries in the care management platform.
- Verify information and update the database to reflect recent changes to ensure that the new data is correctly entered in the system.
- Train staff and leadership to review quality control reports.
- Review reports completed by staff and leadership upon request, including program-specific reports and claims reports, to ensure the accuracy of the data.
- Prepare reports for leadership that effectively communicate program progress, trends and patterns using relevant data;
- Provide suggestions to leadership regarding crucial data elements, data entry workflows, and report layouts that will assist with monitoring and analyzing the success of the program;
- Collaborate with leadership in processes documentation and data entry workflows including the development and maintenance of training materials;
- Create standardized dashboards for staff at different levels in the organization;
- Complete special tasks, such as creating a mailing list or program report with existing data, using database software in tandem with other office software applications to prepare documents (i.e. Microsoft Word, Excel, Publisher and PowerPoint).
- Resolve access issues for the care management platform.
- Monitor incoming tickets from users, identify and resolve the issue(s)
- Activate and deactivate users in the care management platform as directed
- Respond to emails or tags in the care management platform from users to answer questions on basic platform functionalities and provide technical support, or direct to appropriate person(s)
- Support with the care management platform basic training, including updating manual and training new users.
- Other duties as assigned.

Requirements

- **Educational Attainment:** Associate's degree (A.A.) or equivalent from two-year college or technical school with an emphasis in health, social services, business or other related field. Bachelor's Degree preferred.
- **Employment Experience:** At least two years of experience working in a health, nonprofit, social services or other related field;
- A combination of education and employment experience will also be considered.
- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment**

Physical Activities and Demands:

- Physically able to walk, stand, stoop and lift, good manual dexterity, visual and auditory acuity.
- Repeating motions that include the wrists, hands and/or fingers. (e.g., typing)
- Occasionally lift and/or move objects up to 15 pounds.
- Assessing the accuracy, neatness and thoroughness of work assigned.

Environmental Conditions:

Normal temperatures in an open office environment. Quiet office environment with occasional noises and interruptions. Open office layout with enclosed office spaces.

To apply for this position: Please submit a resume and cover letter. Your resume will not be considered if a cover letter is not included.