

Posting Date: Spring 2012
Job title: Performance Management Data Coordinator (Off campus)
Status: Temporary Intern:
Classification: NMHU ARMAS Internship
Job Type: 1 Student Internship (Soph or higher)
Rate: \$12/hr
Spring 2011: Up to 15 hrs/week

PURPOSE: Provide data management and analysis support for the development, implementation and maintenance of a facility-wide management performance reporting system and other data systems. Final project will be presentation of a midyear performance management report presented to the management team at the Performance Improvement Committee.

MAJOR RESPONSIBILITIES AND JOB DUTIES:

Work with Standards and Compliance Division Director and Quality Manager/Data Manager with:

- Assist in design of facility performance report template, database and spreadsheet report
- Assist in maintenance and enhancements of other facility databases
- Track quality data by departments
- Clarify and verify reported data, analysis, and follow up action to input
- Populate performance data into database and other facility data
- Prepare performance report and summary narratives in spreadsheet and other database reports
- Check data for accuracy
- Create graphs for presentation of special studies such as seclusion/restraint, medication variance, falls, etc
- Responsible for organizing documents and data
- Assist with other special Standards and Compliance projects related to student interest and skills
- Prepare and present final performance report with graphs, tables and analysis

EDUCATION: Enrolled in Associates, Undergraduate or Graduate college program.

EXPERIENCE: Experience with computer programs such as Access, Excel, Word, Power Point, Publisher and preparation of reports. Interest in business, management or health care is desirable.

SKILLS: Strong organizational, interpersonal, writing and computer skills.

WORKING CONDITIONS:

Assigned area is at Standards and Compliance Division with no direct interaction with patients. Work is performed in an office setting with low to moderate noise levels; stand/walk up to two (2) hours a day; and lift/carry up to 10 lbs.

PHYSICAL REQUIREMENTS:

- Sitting 1/3 to 2/3
- Talking up to 1/3
- Hearing up to 1/3
- No weight conditions
- No special vision requirements
- No unusual environmental requirements

SUPERVISION: Intern will report to the Standards and Compliance Division Director.

ORIENTATION AND TRAINING:

Facility required general orientation and job specific training to be provided by NMBHI.

HOW/WHERE TO APPLY:

Pick up application package at ARMAS (Engineering Bldg #106) with Mabel Suárez (T. 426-2104) or Monique Esquibel (T.426-2010).

Contact Information:

Mabel Suárez, Internship Coordinator
Monique Esquibel, Center Office Specialist
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