

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2020-153 **Issue Date:** 10-21-20 **Closing Date:** 11-03-20

Data Collector
Behavioral Health
Department of Human Services
Hourly Wage: \$20.49/Regular/Full-Time

The Data Collector will be responsible for project activities and will be responsible for conducting data collection and data entering activities at Yakama Nation Behavior Health Services (YNBHS). This person will need to be prepared to deal with sensitive client information and to create a climate of confidentiality and data integrity.

Examples of Work Performed:

- Participant in designing procedures for and overseeing focus groups, survey questionnaires, and clinic data, including troubleshooting data collection problems.
- Will hire, train, and supervise data collection support personnel.
- Represent the study to potential participants, answer questions, and screen for eligibility. Collect, data enter, and track participant data.
- Train other staff in carrying out recruitment, interviewing and data collection activities.
- Assist in data cleaning, management, and analysis.
- Perform other duties as directed by the Program Director.

Knowledge, Skills and Abilities:

- Knowledge of Yakama Nation Behavioral Health Services mission, services, and functionality.
- Knowledge of HIPAA, 3rd Party Billing, and how it relates to YNBHS.
- Knowledge in data collection methodologies.
- Skills in organized and detail-oriented decision-making.
- Excellent organizational and record keeping skills with at least 2 years managing data for social programs.
- Computer skills including the use of Microsoft Office applications, including Excel.
- Ability to handle multiple projects at the same time in the context of a quality improvement program.
- Ability to set priorities, set timelines, and accomplish goals on time.
- Ability to communicate effectively both orally and in writing.
- Ability to work successfully with high-level professionals.
- Ability to effectively build relationships with members, tribal departments and community partners.

Minimum Requirements:

- Bachelor's Degree in Social Work, Health Science, Psychology or related field.
- Two years of experience in excel data management.
- Required to pass pre-employment drug test.
- Required to pass pre-employment criminal background check.
- Must possess a valid Washington State Driver's license with the ability to obtain a Yakama Nation driving permit.
- Supervisory experience required with experience that reflects the ability to work with both Tribal and Non-Tribal providers.
- Must uphold strict confidentiality.
- Enrolled Yakama Preference, but all qualified applicants are encouraged to apply.