



Job Description

Data and Systems Coordinator

Department: Health & Wellness Programs
Reports to: Health and Wellness Programs Manager
F.L.S.A. Class: Non-Exempt
Location: In Office
Salary Range: 10/11 \$38.63-\$41.18/hr. DOQ

Position Summary: The Data and Systems Coordinator is responsible for a wide variety of data coordination, data and systems evaluation, and program support for the Native Women's Wellness and Comprehensive Cancer Control Programs (NWWP and CCCP). Key aspects of these duties include responsibility for designing, coordinating, and implementing a formative evaluation of the agency's cancer prevention programs. The position leads the data entry and tracking of breast and cervical cancer screening and diagnostic services, medical coding and billing for NWWP. This position works closely with Tribal patient navigators, clinic staff, providers, and partner organizations to ensure accurate, timely, and compliant program records and payments, reporting, and data systems that support program operations, evaluation, and continuous quality improvement.

Responsibilities:

- Design and implement assessment tools and survey instruments to develop both qualitative and quantitative bodies of data.
- Capture meaningful and accurate data, perform basic statistical analyses, and use results to drive continuous quality improvement.
- Examine the potential scope of the Comprehensive Cancer Control Program and the Native Women's Wellness Program, identifying the most relevant areas for producing meaningful outcomes and outcome measures that still need development.
- Plan, implement, and maintain effective monitoring and evaluation systems (including databases and data collection instruments).
- Establish baselines for performance measures by working with stakeholders to establish key questions, indicators, and potential data sources.
- Develop comprehensive annual evaluation reports to include quantitative and qualitative data narratives and visuals.
- Facilitate and ensure the timely, accurate, and complete reporting of patient data to the programs' tracking systems; review aggregate data on at least a monthly basis or as requested to monitor and report on the achievement of program objectives.

- Provide routine and scheduled assistance to patient navigators and contracted providers to assure that women are receiving necessary follow-up in a timely manner.
- Timely respond to inquiries, invoices, and claims from outside providers to process timely payments based on the fee schedule.
- Coordinate with patient navigators to monitor uninsured patients and ensure income eligible women are connected to State insurance and treatment resources.
- Develop creative strategies that encourage appropriate clinic staff to complete screening tracking forms accurately and completely.
- Set up and maintain confidential patient files and work with program administration to explore options to transition to electronic file storage.
- Attend and provide support as directed at both NWW and CCC Programs for outreach and education events with tribes and contracted partners.
- Possess and exhibit a positive attitude, patience, and willingness to work cooperatively with tribal navigators and others to assist in getting timely and accurate information.
- Other duties as assigned within the NWW and CCC Programs.

The Data and Systems Coordinator, as an employee of the South Puget Intertribal Planning Agency, is expected to collaborate, engage, and work closely with all SPIPA programs to fully support the Agency's Vision, Mission, and Core Values in accordance with all agency directives.

Minimum Qualifications and Additional Job Requirements:

- Master's degree in Public Health, Health Sciences, Healthcare Administration, or a closely related field required; coursework in medical terminology is strongly preferred. Minimum of one (1) year of professional experience in the evaluation and management of health, human, or social service programs, including data collection, analysis, outcome measurement, and preparation of data-driven reports.
- Bachelor's degree in Public Health, Health Sciences, Healthcare Administration, Health Information Management, or a closely related field required; coursework in medical terminology is strongly preferred. Minimum of three (3) years of professional experience in the evaluation and management of health, human, or social service programs, including data collection, analysis, outcome measurement, and preparation of data-driven reports.
- At least three (3) years of experience utilizing data collection, database management, or reporting software with demonstrated proficiency in data accuracy and quality assurance.
- Recent practical experience in statistical data collection, analysis, and reporting is required to meet grant funding requirements.

- Experience with medical records management, healthcare documentation, medical billing, or related healthcare administrative functions preferred.
- Equivalent combinations of education, specialized training, and directly related experience may be considered where allowable under grant guidelines.
- Ability to effectively work with Native American communities and individuals, demonstrating cultural awareness, sensitivity, and respect; experience working with other diverse populations is also valued.
- Knowledge of rural healthcare systems, behavioral health programs, social service delivery models, and community-based services preferred.
- Strong written, verbal, organizational, and interpersonal communication skills.
- Ability to analyze information, identify trends, and prepare accurate and meaningful reports for program evaluation and grant reporting purposes.
- Proficiency in Microsoft Office applications and data management systems.
- Ability and willingness to travel throughout SPIPA consortium tribal service areas and attend meetings, trainings, conferences, and other relevant events as needed.
- Must successfully pass a background investigation, including a review of relevant criminal history, and a pre-employment drug screening.
- Possession of a valid driver's license and insurable driving record.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information; seeing to read reports and data; lifting medium objects generally less than 20 pounds. Ability to safely operate a motor vehicle. Occasional travel required to consortium tribe locations and to selected conferences and trainings.

Salary/Fringe Benefits

Compensation for this position has a starting range of \$75,320, to \$80,296, depending on qualifications. Benefits include medical, dental, vision, life insurance, LTD and Agency contribution to a retirement program.

Confidentiality: This position will have knowledge of confidential personal information regarding others. The employee will be required to sign a Confidentiality Agreement and adhere to applicable standards.

Equal Opportunity: SPIPA is an equal opportunity employer. However, Native American preference applies in that we seek to hire qualified enrolled members of SPIPA consortium tribes, federally-recognized tribes or Alaska Natives. Minimum qualifications must be fully met for all applicants to be considered for employment.

Drug-free Workplace: SPIPA is committed to providing a drug-free workplace for its employees, volunteers and the communities it serves. This position requires successful completion of a pre-employment drug test.

To Apply:

Go to spipa.org/jobs and click "APPLY HERE!". You will be taken to the Current Openings page. Select the position you are applying for and complete the online application. **Do not apply via third party websites.** Complete applications include the following attachments:

- **Cover letter** describing how your qualifications align with this position
- **Resume** including three work-related references (**"See Resume" or unfilled work experience will result in incomplete application.**)

If you have questions or need assistance, contact Archie Smith, Human Resources Manager, at 360.426.3990, or archiesmith@spipa.org

Application screening will begin 7/20/2026. Open until filled.