**Job Title: Certified Community Behavioral Health Clinic Program Evaluator**

**Reports To: CCBHC Project Director**

**FLSA Status: Non-Exempt**

***About the Organization:*** Metropolitan Community Health Services (MCHS) dba Agape Health Services is a 501(c) (3) non-profit Federally Qualified Health Center (FQHC). Agape Health Services provides integrated primary medical care, dental, pharmacy, and behavioral health services including Medication-Assisted Treatment, to the population of eastern North Carolina on a sliding fee scale.

***About the Program:*** The Certified Community Behavioral Health Clinic (CCBHC) Expansion Grant purpose is to increase access to high quality community mental health and substance use disorder (SUD) treatment for individuals with serious mental illness (SMI) or SUD, including opioid use disorders (OUD); children and adolescents with serious emotional disturbance (SED); and individuals with co-occurring mental and substance disorders (COD) in rural eastern North Carolina with a focus on vulnerable, low-income and uninsured populations.

***Position Summary:*** The Program Evaluator (PE) positionoversees performance measurement activities and data collection to ensure that all information is appropriately reported. Prepares quarterly reports using SAMHSA’s Performance and Accountability Reporting System (SPARS). Tracks and evaluates performance measures via Electronic Health Records (EHR) system. The CCBHC Project Evaluator is responsible for monitoring, conducting routine analysis, and evaluating grant project successes and outcomes, as well as provide input for plans of correction, as necessary. This position will initiate and conduct participant reviews, and prepare program-related documents, data, and reports on a routine basis. The CCBHC Project Evaluator will prepare and conduct informational meetings to management team and project teams of ongoing program outcomes effectively and professionally.

***Duties and Responsibilities:***

* Design, develop, and implement CCBHC program specific logic model, data collection protocol and instrumentation to conduct project/program evaluation and capacity building
* Determine evaluation questions of interest and identifying appropriate study designs
* Develop, pilot, and train staff on the use of data collection instruments (qualitative and quantitative) and performance measures via EHR.
* Seek and lead innovative efforts that enhance the CCBHC project and programs.
* Engage stakeholders, assess their inputs, and determine their information needs.
* Participate in appropriate meetings, webinars, and conference calls organized by Agape Health Services, DHHS, SAMHSA, and other agencies.
* Monitor, conduct routine analysis, and evaluate program successes and outcomes.
* Prepare project reports and presentations to deliver interim and final evaluation results.
* Support a variety of continuous Quality Improvement (QI) initiatives.
* Demonstrate effective problem-solving skills.
* Act as a responsible member of the team. Works cooperatively with stakeholders, individuals, families, and workforce members to meet CCBHC project needs while following Agape’s policies and procedures.

***Required Education and Experience:***

* Master’s Degree from an accredited college or university in public administration, business administration, information technology, healthcare administration or research and statistics is required for this position, Ph.D. is strongly preferred.
* At least two years of experience working in healthcare or behavioral health settings.
* A minimum of one-year evaluation experience, including monitoring and evaluating data collection, quality improvement initiatives, and design and development of data collection protocols and instrumentation.

***Knowledge, Skills and Abilities:***

* Experience conducting various types of program evaluation designs,
* Ability to conduct qualitative, quantitative, and missed method data analysis using data analyses systems such as SPSS, Tableau, advanced Excel, or similar tools.
* Experience with building evaluation capacity for non-profit agencies
* Must possess project management skills including leading evaluation project teams, developing evaluation plans, and managing data collection protocols and schedules instrumentation necessary to conduct project/program evaluation.
* Must be proficient in statistical programming, data management, working with large datasets, and qualitative data analysis
* Exhibit excellent oral and written communication with the ability to communicate to all levels of the organization and externally to contractors and stakeholders.
* Must be able to perform the essential functions of this position
* Exhibit excellent interpersonal skills with a team-oriented work style.
* Must be organized, detail oriented, computer proficient, and have the ability to write clearly and concisely.
* Ability to respond to individuals with patience, empathy, and understanding.
* Experience in working with individuals with serious mental illness, substance use disorders, and/or severe emotional disturbances.
* Knowledge of the social services system and the ability to guide workforce members in connecting individuals with appropriate services.
* Ability to work under general supervision with moderate latitude for the use of initiative and independent judgment.

***Travel***

Must maintain a valid, unrestricted NC driver’s license.

This position requires moderate travel within the five-county service area, Beaufort, Martin, Washington, Tyrrell and Hyde Counties. Occasional travel to regional, state, or national meetings and conferences, as needed.

***Benefits***

For the Program Evaluator position, we offer a competitive salary and comprehensive benefit package including medical, dental, FSA, 401(k), voluntary benefits, Paid Time Off (PTO) and Holidays.