

JOB DESCRIPTION

INTERNAL EVALUATION DIRECTOR

Description of Duties and Responsibilities

In collaboration with the external evaluation team, this position develops and implements the Milwaukee Center for Independence (MCFI) Milwaukee Whole Health Project's (MWHP) performance assessment and local evaluation processes.

- Oversee the implementation of evaluation interviews to collect NOMs and local evaluation data at baseline and six-month reassessment interviews.
- Assure the entering of NOMs and local evaluation data into the SAMHSA Transformation Accountability (TRAC) System in a timely manner.
- Monitor entry of services data by program staff into the project's EHR system, and provide technical assistance to them as necessary.
- Provide ongoing evaluation feedback to the project's Study Team and PBHCI Coordination Team.
- Serve as the primary contact for SAMHSA regarding the evaluation (including attendance at grantee meetings).
- Work with the external evaluation team on the evaluation section of the required quarterly reports for SAMHSA.

Qualifications for Position

- Bachelor's degree required; Master's desired.
- Minimum of 10 years' experience in human services organization, to include demonstrated leadership.
- Familiarity with operational, quality assurance, and program assessment procedures.

Supervisory Relationships

- Reports to Project Director
- Supervises the Internal Evaluation Specialist.

Skills and Knowledge Required

- Ability to conduct quantitative and qualitative research to support assessment initiatives and strategically plan metrics.
- Use of statistical analysis tools, reliability and validity of assessment methods and reporting outcomes.
- Use of evidence based assessment practices and interventions.
- Use of data collection tools for strategic projects and create tools as needed for program based and strategic projects.
- Use of quality improvement methodologies to improve outcome measures and provide guidance on process/outcomes measurement models.

Prior Experience Required

- Supervisory experience in managing quality data teams.

Personal Qualities

- Excellent communication and presentation skills.
- The ability to work as part of a team and to build strong working relationships.

Amount of Travel and any other Special Conditions or Requirements

- Travel will be primarily local and be community based.
- Must have valid driver's license, reliable vehicle and proof of insurance.

Project Hours

- 4 hours/week (.10 FTE)