

POSITION DESCRIPTION

INTERNAL EVALUATION SPECIALIST

Description of Duties and Responsibilities

Reporting to the Milwaukee Center for Independence (MCFI) Milwaukee Whole Health Project's (MWHP) Internal Evaluation Director, this position provides support for project data collection and performance assessment as well as implementation of the evaluation plan. Coordinates activities with Internal Evaluation Director and shares timely data/communication as needed.

- Track and assure the timely administration of intake and six-month NOMs reassessment interviews.
- Assist with implementation and tracking for local evaluation.
- Provide technical assistance to MWHP re: data collection for NOMs and local evaluation.
- Provide timely collection of NOMs and local evaluation to Internal Evaluation Specialist.
- Enter evaluation data into the SAMHSA Transformation Accountability (TRAC) System and project databases.

Qualifications for Position

- Bachelor's degree; course work in social science research.
- Experience in data entry and report writing support.
- Experience with human services populations.
- Computer skills, including familiarity with major database programs.
- Ability to work with quantitative data.
- Stay current on all public/private grant outcome measurement requirements
- Bilingual preferred: English-Spanish

Supervisory Relationships

- Reports to MWHP Project's Internal Evaluation Director.

Skills and Knowledge Required

- Oral and written communication skills.

Prior Experience Required

- Clinical experience related to mental health preferred.

Personal Qualities

- Must possess the unique ability to be both flexible and detail oriented.

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

- 40 hours/week (1 FTE)