



Position: B2W Evaluator

POSITION SUMMARY

Under the supervision of the Director of Care Coordination, the Evaluator is responsible for data collection, entry, analysis, and report writing on the Bridges 2 Wellness (B2W) program.

POSITION RESPONSIBILITIES

1. Gather all required information from B2W patients, and ensure the timely and accurate reporting of appropriate information to the B2W Program Evaluator at the University of New Mexico.
2. Develop appropriate data management processes, under the direction of the Director of Care Coordination, and complete data entry and cleaning for that process.
3. Inform the development of B2W operations, ensuring the inclusion of all required evaluation elements in the work flow.
4. Provide coordination, availability and full participation in all aspects of any programmatic review, survey, site visits and/or evaluations.
5. Understand and maintain HIPAA, NMAC, and 42CFR Part 2 confidentiality standards relative to Hidalgo Medical Services and B2W.
6. Perform and/or coordinate other special assignments and tasks, as required by the Director of Care Coordination.

MINIMUM QUALIFICATIONS

- Some college education in a social services related field
- Prior assessment, data collection, behavioral health services research, and/or program evaluation experience
- Experience working with underserved and culturally diverse populations
- Language Requirement: English

To Apply:

Completed HMS Employment Application may be emailed to jobs@hmsnm.org or

Dropped off or mailed:

1105 N. Pope Street, Building C, Silver City, NM 88061

or

530 De Moss Street, Lordsburg, NM 88045

For more information call 575-534-0788 or 575-542-2326