



California Rural Indian Health Board, Inc.

Position Description

Program Evaluator

Reports to: Epidemiology Manager
Supervises: None
Salary Grade: CCS 11
FLSA Classification: Exempt

Position Summary:

The Program Evaluator will assess the effectiveness and measure the performance of a wide range of health intervention efforts/programs which will be implemented by tribal health programs/entities throughout the state of CA. Additionally, the Program Evaluator will build and maintain effective collaborations with key stake holders including but not limited to Tribal leaders, health providers, tribal health boards and the funding agency.

Essential Functions:

1. Serve as the performance measurement expert to evaluate prevention programs at tribal health organizations and/or tribes, evaluate program strategy, and execution while identifying key strategic decisions and questions; formulating logic models; setting project goals and targets; and developing a framework for reporting program progress.
2. Work effectively with tribes and technical assistance experts to develop a deep understanding of the multifaceted issues revolving around health promotion and disease prevention and create sustainable strategies for change.
3. Develop, manage and support projects that demand high level quantitative and financial skills to inform strategies, performance objectives, and program results. Design, build model, and maintain flexible data models from various sources, and clearly explain how these data can be lead to improved decision making.
4. Conduct and produce professional, thorough, rigorous, and insightful analyses and evaluative outputs, including validated and standardized performance measurement tools, program reports/dashboards of targets, progress, and results; briefing documents; portfolio reviews, technical assistance-oriented trainings and others products as necessary.
5. Demonstrate working knowledge of and professional experience using statistical evaluation packages, as well as MS Office products.
6. Troubleshoot data-quality issues; validate result sets, recommend, and implement process and performance improvements for data. Utilize evaluation results to develop measures to enhance program quality on a regular (annual/biannual) basis. Analyze, synthesize, and communicate complex data and data-related issues clearly and succinctly to both internal colleagues and tribes.
7. Prepare regulatory documents (including progress reports, evaluation reports, measurement tools, etc.) to program funders on a regular basis in a timely manner.
8. Regular and predictable attendance.
9. Other duties as assigned.

Additional Responsibilities:

1. Maintain a valid, unrestricted California Driver’s license and ability to be insurable under CRIHB’s automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date.
2. Position requires occasional over night travel.
3. Requires ability to drive up to 7 hours a day.

Qualifications:

1. Master’s Degree required in a Health, Social Services, or related field with strong analytical training. Formal education and training in program evaluation is strongly preferred.
2. Minimum 2-3 years of relevant experience in program evaluation/performance measurement required. Content area expertise in evaluating health related initiatives strongly preferred (but not required).
3. Experience with evaluation techniques including the design of logic models, thorough knowledge of different types of evaluations (e.g. process v/s outcome), monitoring plans, design of valid and reliable measurement tools (both qualitative and quantitative) and analysis of collected data.
4. Demonstrated skills and experience developing and maintaining relationships with multiple stakeholders over long periods of time.
5. Significant experience with competency modeling, synthesizing and presenting quantitative analysis and data in a variety of formats (power point, Word, Excel, etc.) using a variety of software packages (SPSS or equivalent statistical package, Excel, etc.)
6. Demonstrated excellent interpersonal and communication skills (oral and written).
7. Strong organizational, planning and project management skills with the ability to work efficiently and effectively both autonomously and in small teams.

This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

Employee Acknowledgement _____ **Date** _____