



Serving the lesbian,  
gay, bisexual  
& transgender  
community of  
San Diego County  
since 1972.

## POSITION AVAILABLE

Position Title	Clinical Quality Management Data Analyst
Application Closing Date	Open until filled
Position Start Date	Immediate
Job Hours	Full-time, exempt, some weekend/evening hours
Salary	\$55,000 - \$60,000 DOE

### JOB DESCRIPTION

Under the supervision of the Clinical Quality Management Coordinator, the CQM Data Analysts provide clinical quality management support to contracted providers of Ryan White-funded HIV services, to the HIV, STD and Hepatitis Branch's (HSHB) Ryan White program, to the HIV Planning Group, and to the HIV Clinical Quality Management Committee. Support activities include meeting scheduling and coordination; technical assistance and training related to ARIES; development, implementation, and maintenance of XML schemas and monthly reports for Ryan White providers; routine and non-routine reports as requested; knowledge and utilization of quality improvement methodologies as appropriate.

The requirements listed below are representative of the knowledge, skills and abilities desired. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### QUALIFICATIONS

- 1. Education and/or Experience:** A bachelor's degree with in computer science, public/business/healthcare administration or related field required. Experience conducting database and quality management activities in a health care setting preferred. Must have demonstrated ability to analyze, organize, and interpret data. Related experience can be substituted for the educational requirement on a year-for-year basis. Prior experience working in the LGBT and HIV communities required, preferably in a non-profit setting.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel. Microsoft Access or Altova MissionKit a plus.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures.
- 4. Language Skills:** Fluency in English is required. Fluency in Spanish preferred.

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Tax ID #: 23-7332048

To apply, send your cover letter, application and resume electronically to:

Danielle Lopez at [dlopez@thecentersd.org](mailto:dlopez@thecentersd.org).

The application can be found online at

[www.thecentersd.org/pdf/jobs/employment-application.pdf](http://www.thecentersd.org/pdf/jobs/employment-application.pdf).

**Please note:** We are unable to accept any phone or walk-in inquiries for this position.

The San Diego LGBT Community Center is an Equal Opportunity Employer.