



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

APLA Health is currently seeking an Evaluation Specialist! We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

Evaluation Specialist (90036)

POSITION SUMMARY:

The Evaluation Specialist supports APLA Health's program evaluation, program monitoring and assessment of program's utilities. Utilizing data, the Evaluation Specialist analyzes key aspects of each program, comparing them to expected outcomes and evaluating their effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and implements qualitative and quantitative evaluation plans and formative research designs for new and existing programs in order to meet grant requirements and ensure program improvements/expansion.
- Designs data collection instruments.
- Provides oversight of collection, reporting and analysis of aggregate and individual client data using SPSS/Excel/other data management systems
- Implements training and development for staff on project data tools, implementation of data collection and outcome monitoring activities
- Develops and updates (as needed) data collection protocol.
- Collects, enters and analyzes qualitative and quantitative data; manage databases.
- Confers with staff requesting database services and/or reports to identify needs, requirements or problems in order to produce an accurate data gathering and reporting environment
- Conducts focus groups and key informant interviews.
- Leads initiatives to promote quality achievement and performance improvement on funded programs.
- Develops Evaluation plans.
- Develops Quality Management plans.
- Develops and monitors quality management indicators. .
- Provides training and expertise in evaluation and quality management to staff regarding the implementation of evaluation and quality management plans.
- Writes evaluation reports incorporating outcome monitoring, formative research and quality management data.
- Presents oral and written reports of evaluation outcomes in appropriate venues and within given deadlines
- Coordinates with partner agencies and subcontractors to ensure all data collection and analysis are current and ready for utilization

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor's degree required; Master's degree preferred. A minimum of two years experience in research and evaluation application, health education training, and report writing. Excellent written and oral communication skills. Experience conducting descriptive and frequency analyses; experience tracking and managing multiple sources of data.

Knowledge of:

Superior organizational skills and attention to accuracy are required. Working knowledge of word processing (MS Word) and spreadsheet (MS Excel) programs; and data management systems such as SPSS, SAS or similar programs.

Ability to:

Must have capacity to work well with multiple constituencies of various educational and social backgrounds. Proficient in the use of Microsoft Windows and related applications. Work effectively and professionally with volunteers, paid staff, and professionals from a variety of disciplines; work independently with minimal direction; meet frequent deadlines in a rapidly changing environment; respond with sensitivity to diverse ethnic groups, and to the issues and concerns surrounding health related disparities; report and orally present data in appropriate venues; maintain client confidentiality.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

Equal Opportunity Employer: minority/female/disability/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=40392&clientkey=A5559163F67395E0A2585D2135F98806>