



Database Manager Job Description

Classification: Non-Exempt

Reports to: Call Center Manager

Wage Range: (\$25-\$30/hr) Commensurate with Experience

Status: Part Time (Average 15-25 Hours per week)

About HMHB: Healthy Mothers, Healthy Babies Coalition of Georgia's mission is to improve maternal and child health through advocacy, education and access to vital resources. Our vision is that every mother and child in Georgia will have access to resources for a healthier life. Learn more about HMHB by visiting us online at: www.hmhbga.org.

Overview: Healthy Mothers, Healthy Babies Coalition of Georgia (HMHB) seeks a qualified applicant for the part-time position of Database Manager. We are looking for a dynamic professional to join our team and support our mission-driven activities. This position supports the activities of our Call Center which handles 4,700 incoming and outgoing calls each month on average.

Requirements:

- Professional experience and training in relational database management, report writing and data integrity required.
- Experience using a taxonomy, categorization or coding system preferred.
- Knowledge of healthcare services, social programs and community resources in Georgia preferred.

Responsibilities:

1. Monitor use of database and assist Call Center Manager with staff training and proper use of applications. Ensure reporting and assessment will be complete and accurate. Communicate problems with database to vendor(s) and Call Center Manager.
2. Advise Call Center Manager on maintaining and improving the system and process of updates, new providers and taxonomy coding and provider types that need special licensing.
3. Determine when revisions to the intake screens, reports or other areas of the database are necessary. Arrange with vendor for programming work and coordinate budget needs with Executive Director.
4. Develop policies as needed with Call Center Manager regarding providers (inclusion and exclusion from database and website, private provider vetting system, training needs).
5. Maintain knowledge of relevant AIRS standards appropriate to size of program.
6. Monitor and test online Public Portal for updates and consistency with internal database as well as ease of use. Make recommendations for changes.
7. Review reports for accuracy and coordinate use and training with Call Center Manager.
8. Improve current required reports and work with Call Center Manager to create new reports to better assess and display Call Center client data, and as needed for special projects.



9. Manage new database projects including changes to intake database forms, importing of new data, and training of staff on use.
10. Participate in review of requests made by vendors that submit a Change Request Form and determine impact to current database systems and processes.
11. Review technical needs in new projects and RFPs as part of Operations team.

To Apply: Please follow these instructions exactly. Applications received that are not in the correct format will not be reviewed. Please email your current resume or CV and a cover letter expressing your interest IN A SINGLE PDF FILE, addressed to Shamonica McGill at thecoalition@hmhbga.org. Please no phone calls. Only candidates selected for consideration will be contacted.

Deadline: We request that candidate documents be submitted by April 2, 2018. The position will stay open until filled. Due to the high volume of applicants, only candidates selected for initial interviews will receive a response.