

PROJECT EVALUATOR - MADRAS, OREGON

BestCare Treatment Services in Madras is recruiting for a Project Evaluator! This is a Full Time regular position that includes a competitive benefits package, FOUR WEEKS of paid time off, NINE recognized holidays, and a retirement account option. Starting salary for this position is \$33.65 - \$40.39 depending on qualifications and experience. **This position is eligible for a \$5,000.00 Loyalty Bonus Paid out in installments!**

BestCare Treatment Services is proud to be one of the longest-term providers of alcohol & drug rehabilitation and mental health services in the Central Oregon region. We got our start in November of 1997, thanks to a partnership between Deschutes County, State of Oregon, and St. Charles Medical Center. From a modest, singular drug rehab center, we have grown to offering residential and outpatient services in four cities in addition to the only Spanish-speaking alcohol and drug rehab facility in the state. We have helped thousands of people find the help they need in a caring and collaborative environment and we remain true to our founding mission:

To advocate and provide compassionate care in the treatment and prevention of addiction and mental illness.

As an agency, BestCare has a family feel with a supportive staff of hard-working professionals whose compassion and dedication is unmatched in our industry. They are smart, kind, innovative and strive to offer the best services available under all circumstances. Does this sound like you? If so, we invite you to join our team by applying for this exciting position.

Located in beautiful Central Oregon, about 45 minutes north of Bend, and surrounded by quaint farms and working cattle ranches, Madras, Oregon, is home to scenic river gorges, deep desert canyons, and other delightful treasures. The community is tight-knit and is known for its livability, affordability, community spirit as well as its rich mix of cultures. The surrounding landscape offers gorgeous snow-capped mountain views, fresh, clean rivers and lakes and breezy high desert plains. Madras is in close proximity to a myriad of destination locations for fun and relaxation including breath-taking Mt. Hood, world famous Smith Rocks State Park, and Cove Palisades State Park on Lake Billy Chinook just to name a few.

For a video tour of Madras, take a look at this video:

[Madras Oregon: Beyond the Windshield - YouTube](#)

If this sounds enticing, don't wait! Apply today and join the family!

Title: Project Evaluator

Program: BestCare Treatment Services Administration

Program Location: Madras, Oregon

Employment Status: Full-Time Regular

FLSA Classification: Exempt (Salaried)

Reports to: Program Director

Employees Supervised: Data Analyst

Program Overview: Under the direction of the Program Director, the Program Evaluator is responsible for implementing, directing and overseeing the meeting of all project deliverables, as well as all processes and initiatives for the Madras Certified Community Behavioral Health Clinic (CCBHC) services including active involvement in tracking and timely reporting of data, and project-based work as directed. The Program Evaluator is the primary resource for BestCare's CCBHC program to further our mission of expanding our Mental Health services in the Jefferson County Community Mental health program

Job Relationships:

- **Reports to:** Program Director
- **Language:** Bi-Lingual Spanish/English strongly preferred

Minimum Requirements:

1. Bachelor's in Healthcare Administration, Business Administration, Statistics or related field or three year's experience in the healthcare field utilizing advanced data analysis
2. Three to five years of experience in Project management, program development and implementation, familiarity with OSHA, CMS, DEA, DHS, OHA and OHS regulations
3. Proven knowledge and abilities with corporate project management
4. Proven success with developing and implementing cost/benefit analysis and data interpretation
5. Proven knowledge in data analysis and use of Excel spreadsheets
6. Compassion towards individuals with mental illness and substance abuse disorders
7. Experience working with diverse communities preferred
8. Leadership experience strongly preferred
9. Valid Oregon Driver License required

Special Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Excellent oral/written communication skills
- Demonstrated knowledge of MS Windows environment, spreadsheet programs and other technology tools
- Strong experience and knowledge in qualitative research, data analysis, and data management
- Demonstrated ability to assess and communicate regulatory environment changes in a manner that creates an understanding with stakeholders – internally and externally
- Demonstrated ability to maintain confidentiality of data and information
- Proven ability to resolve sensitive business issues/problems
- Ability to function effectively and support a team environment including via remote work due to COVID-19 or other required situations

Communication Skills:

Ability to read and comprehend instructions, correspondence, and memos. Ability to prepare and edit simple correspondence. Ability to effectively present information to others, including other employees, Trustees, external partners, consultants and vendors.

Mathematical Skills:

Training and knowledge in statistical analysis as it relates to outcomes in a healthcare system.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Essential functions:

- Collect and report data and performance measurements as required by SAMHSA. This position will periodically review the performance data to assess progress and to determine if the goals and objectives of the project are being met and to determine if adjustments need to be made to the project
- Support the development of the design, methodologies, data collection tools, and data analysis approach
- Analyze project evaluation plan for efficiencies and deficiencies in activities, timeline, and resources
- Support evaluation data analysis plan and oversee/execute data analysis process
- Maintains a working knowledge of relevant issues, laws and regulations that have current or potential impacts on operations, policies and corporate goals
- Exhibits awareness/understanding of ethical principles consistent with the mission and values of the organization
- Assess resources available to address and identify problems and barriers to achievement of objectives
- Build and interpret data systems for statistical analysis, data validity, and reporting on these data and performance measures
- Oversee and assist in setting up and running monthly reports related to project scope in order to effectively present and make recommendations on trends and outcomes; make adjustments to reports as needed
- Maintain databases, construct data files, conduct and supervise data entry, and perform data edits/cleaning while ensuring data privacy/confidentiality

- Reviews collected data, interprets findings and makes conclusions and recommendations based thereon
- Draft written reports and presentations related to evaluation process and findings

Tools and Equipment Used:

Laptop computer, fax machine, scanner, copy machine, telephone, projector, Word, Excel, Outlook, and Website maintenance.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing their duties. Work environment is an office setting as well as travel between locations. Travel within Central Oregon required, must have reliable transportation.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete the application using the link below, and submit along with a cover letter, resume with personal email address for correspondence, any applicable licenses, certifications or degrees with transcripts, and contact information for three supervisory/professional references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)

**This position is a grant-funded limited duration (two-years) position with a high likelihood of grant renewal*