Tri County Board of Recovery & Mental Health Services
MIAMI | DARKE | SHELBY

Administration & Training Center
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Tri-County Board of Recovery and Mental Health Services
Position Description

Job Title:	Data and Quality Coordinator	FLSA Status: Salary-Exempt
Approval:	Terri Becker, Executive Director	Date: August 2026
Reports to:	Associate Director and Chief of Community Engagement	

Summary:
The Data and Quality Coordinator will lead the collection, analysis and reporting of organizational and program performance data. Working closely with contract agencies, community partners, the Executive Director, and staff, this individual will transform data into actionable insights. The role ensures that the Board has the necessary information to govern and empowers staff to make data-informed recommendations for improving services.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Serve as a liaison to contract agencies and community partners to streamline data collection processes and ensure data accuracy.
- Gather qualitative and quantitative feedback from stakeholders and the community to identify service gaps.
- Collaborate with the Executive Director and program staff to review evaluation findings and measure Key Performance Indicators (KPIs)
- Work with leadership to translate data insights into actionable strategies and concrete recommendations regarding service enhancements or modifications.
- Assist staff in implementing documentation requirements and technological solutions to improve data capture.
- Coordinate with external partners to standardize data entry, evaluate performance metrics, and ensure compliance with contract deliverables.
- Clean, analyze and synthesize large datasets from multiple sources to identify trends, patterns, and outcomes.
- Translate contractual obligations and performance metrics into user-friendly reports, dashboards, and data visualizations.
- Prepare and submit routine progress and statistical trending reports for the Executive Director and Board of Directors.

Required Skills and Abilities

- Must demonstrate exceptional written and verbal communication skills.
- Proficiency in MS Office, Google, and data visualization and analysis platforms. Strong emphasis in using spreadsheets or databases for complex data collection, analysis and reporting.
- Ability to translate complex data into oral or visual presentations to community stakeholders at all levels.

- Ability to communicate and collaborate with wide variety of stakeholders in the community, including non-profit agencies, community members, elected officials and executive staff.

Education and Experience:

- Bachelor's degree in Public Administration, Business, Social Work, Data Science, Public Health, research or a related field; or
- Two to four years of experience in program evaluation, data analysis or community engagement or equivalent combination of training and experience.
- Advanced computer skills and ability to prepare professional reports including graphs, charts and tables is required.

Certificates and Licensure:

- Current driver's license.

Physical Requirements:

- Frequent and prolonged sitting for up to 8 hours per day.
- Occasional standing for up to 2 hours.
- Lifting or moving objects up to 30 lbs.

Travel:

- Occasional travel to remote and rural locations within the region is required.
- Employees must use their own reliable, insured personal vehicle. Mileage and travel expenses are reimbursed according to Board policies.

The Tri-County Board of Recovery and Mental Health is an Equal Opportunity Employer and complies with all federal, state, and local equal employment opportunity laws. In all hiring and employment practices, Tri County Board makes every effort to ensure that it doesn't discriminate against employees and applicants. The work environment characteristics 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.