

Job Title	Program and Evaluation Specialist
Employer/ Agency	Network of Behavioral Health Providers (NBHP)
Job Description	<p>The Program and Evaluation Specialist is responsible for specific components of project planning and implementation (to be determined) and the internal evaluation of the Greater Houston Behavioral Health Affordable Care Act (BHACA) Initiative. Although the Program and Evaluation Specialist is an employee of the Network of Behavioral Health Providers (NBHP), he/she works closely with both NBHP and Mental Health America of Greater Houston (MHA) staff, implementing and evaluating all four focus areas of the BHACA Initiative – integrated health care, third-party funding streams revenue, certified electronic health records (EHRs), and outcome-based evaluation.</p> <p><u>Key Areas of Responsibility</u></p> <p>Programming (approximately 60% time) – Due to the organic nature of the BHACA Initiative, responsibilities will vary depending upon project needs at different times. Responsibilities are likely to include the following:</p> <ul style="list-style-type: none"> • Research information relevant to the four BHACA focus areas in order to answer participant questions, contribute to content for BHACA events/documents, etc. • Take primary responsibility for specific BHACA program area components as assigned by team or decided in dialogue with other team members. • Create and/or contribute to documents/publications such as the “BHACA Blasts” (e-mail), project webpages, and documents that provide education/technical assistance. • Collaborate with the rest of the BHACA team to plan and execute BHACA activities informed by evaluation findings. • Provide back-up administrative support when the Project Coordinator is unavailable or when the workload necessitates additional support. <p>Evaluation (approximately 40% time):</p> <ul style="list-style-type: none"> • Conduct ongoing process evaluation of the BHACA Initiative (primarily through participant event evaluation surveys as described below). • Work with the BHACA Project Director (NBHP Executive Director) and the evaluation consultant (with input from other BHACA team members) to create a plan for outcome evaluation. • With the support of the BHACA Project Director and the evaluation consultant, execute the evaluation plan for outcome evaluation. • Manage the collection of data on all aspects of the BHACA Initiative. • Create evaluation surveys for participants in BHACA events, log or oversee the logging of survey responses, and analyze response data. • Oversee the tracking of all BHACA activity, such as attendance at BHACA events and participation in other BHACA activities, provision of technical assistance so as to have comprehensive data on BHACA outputs. As needed, assist the Project Coordinator in tracking BHACA activity. • As needed, conduct interviews with participating organizations and contact participating organization staff to obtain data. Follow up with nonrespondents on large surveys to ensure complete coverage. • Regularly communicate evaluation findings and recommendations for

	<p>additional evaluation activities to the rest of the BHACA team.</p> <ul style="list-style-type: none"> • Create evaluation reports, including summary data, findings, analysis, and graphic representations of data, for internal and external stakeholders, including NBHP members and funders. • Collaborate with the rest of the BHACA team to use evaluation findings to improve programmatic efforts, creating a continuous feedback loop. <p>For more details on the BHACA Initiative, please visit www.nbhp.org</p>
Qualifications	<p>Qualifications Master’s degree in a relevant field (such as applied sociology, social work, psychology, public health, etc.) Experience with and excellent understanding of data collection and analysis, including both quantitative and qualitative data Strong written and oral communication skills Excellent interpersonal skills; ability to represent the initiative in a positive, professional manner in the community Excellent organizational skills; ability to manage multiple demands; high degree of attention to detail and accuracy Strong research skills; desire and ability to seek out information that may not be readily available Commitment to ongoing learning, to include researching and implementing evidence-based best practices to inform the work Ability to work independently and collaboratively Understanding of and commitment to “Team” approach to a multi-faceted and constantly evolving work agenda Experience with Microsoft Office applications, Survey Monkey, and other data collection and analysis software Ability to create polished documents including visual representations of data in chart/graph formats Ability to provide evaluation findings graphics for PowerPoints, grant reports, marketing tools, and media products (Preferred) Knowledge of behavioral health issues and of the Greater Houston behavioral health community (in the absence of this knowledge, an interest and willingness to learn)</p>
Salary/Hours	Compensation based on experience. Position offered as a full-time employee of NBHP with physical office location at Mental Health America of Greater Houston, 2211 Norfolk, Suite 810.
Employer/Agency	The NBHP staff work out of the Mental Health America of Greater Houston office, 2211 Norfolk, Suite 810. Office hours are 8:30-5:00. A few late afternoon meetings may run past 5:00. Personal vehicle required.
Contact Person	Dr. Marion Coleman, Executive Director, NBHP
Email Address	nbhp.marion@gmail.com
Application Method	Submit cover letter of interest, resume, writing sample, and names and contact information of three references by email to nbhp.marion@gmail.com . Incomplete application packets will not be considered.
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.

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