

Monitoring and Evaluation Coordinator
Job Description
Curamericas Global

Reports To: Executive Director
Job Location: Raleigh, North Carolina, USA
FLSA Status: Contract

This position is contingent on a contract being awarded. Estimated start date is January 4 for six months. Salary is negotiable and suggested in the range of \$45-55,000 (prorated for sixth months of employment). Details in this job description are subject to change as we respond to the COVID19 emergency for the people of NC. To apply, please send a resume and cover letter to curamericasjobs@gmail.com. Incomplete applications will not be accepted.

Background:

Curamericas Global is a world class, global health NGO that has been saving the lives of mothers and children in low-resource communities since 1983. Curamericas Global works in partnership with communities and local NGOs to implement evidence-based strategies through community-led, long-term projects that empower communities to take control of their own health.

This position supports a project being implemented by Curamericas Global, funded by the North Carolina Department of Health and Human Services (NCDHHS) Office of Rural Health, "Support for Patients with COVID-19 Related Needs through Community Health Workers." It seeks to reduce the number and severity of COVID-19 outbreaks among historically marginalized populations through engagement with Community Health Workers (CHWs). A CHW is a frontline public health worker who is a trusted member of and/or has an unusually close understanding of the community served, who serves as a liaison/link/intermediary between health/social services and the community to facilitate access to services and improve the quality and cultural competence of service delivery. Through this project, CHWs will connect persons with COVID19-related needs to resources including testing/contact tracing, primary health care and related support services through face-to-face encounters and telehealth as appropriate. To implement this project, Curamericas is partnering with Community-Based Organizations (CBOs) serving these marginalized populations. These CBOs will, with Curamericas' technical, logistical and fiscal support, recruit, hire, train, deploy and support cadres of CHWs to serve their communities. **The M&E Coordinator will be responsible for the collecting, cleaning, storage, analysis, security, and reporting of project data in conformance with NCDHHS and HIPAA reporting requirements.**

Summary:

This position will receive CBO-level data from the Curamericas CBO Backstops and Assistant Backstops assigned to each CBO and then assemble this monitoring and evaluation (M&E) data into weekly, monthly quarterly and final end of project reports, including aggregated project-wide data as well as data disaggregated by Community-Based Organizations (CBO) and by

geography (county, municipality). The data will, at a minimum, include the number of beneficiaries served weekly, number of telehealth encounters, number of referrals to social/health services and referral outcomes, and demographic information for all beneficiaries. The Monitoring & Evaluation Coordinator will be expected to conduct correct aggregation, disaggregation and analysis to ensure that

- 1) project and CBO output and outcome objectives are being met; and
- 2) all targeted client demographics are being served equitably, especially those most vulnerable (e.g., the elderly, those with comorbidities or compromised immune systems, and pregnant/lactating women)
- 3) ensure all reports are generated in a timely fashion, and free of individual identifiers to maintain confidentiality and anonymity in compliance with required NCDHHS and HIPAA reporting protocols.

The work will entail:

- 1) establishing and/or improving the project's systems for M&E data collection, transmission, cleaning, input, storage, analysis and reporting/presentation/dissemination;
- 2) ensuring the security, confidentiality and anonymity of the data, including HIPAA compliance;
- 3) receiving each CBO's M&E data received from the Curamericas project staff assigned to the CBO [CBO Backstops, Assistant CBO Backstops] and reviewing the data for completeness and accuracy, assisting with data cleaning as needed; and
- 4) providing direct technical assistance as needed to Curamericas and/or CBO partner staff to ensure that accurate, complete, HIPAA-compliant data is being generated, captured, and communicated.

This position will ensure that all client data on Curamericas staff desktop computers, laptops and tablets are password-protected and password-protection protocols are being followed.

Essential Duties and Responsibilities:

- Receive CBO-level data from Curamericas Backstops and review for completeness and accuracy, assist in data cleaning as needed
- Conduct data aggregation, disaggregation and analysis
- Assemble monitoring and evaluation data into weekly, monthly, quarterly and end-of-project reports that show if project outputs/outcome goals are being met and if all targeted demographics are being served equitably
- Establish, improve and troubleshoot project M&E systems for data collection, cleaning, input, storage, analysis and presentation
- Ensure data security, confidentiality, anonymity and HIPAA compliance
- Provide technical assistance for data quality assurance to Curamericas and CBO project staff

Preferred qualifications:

- Graduate degree or 3 years relevant work experience
- Research experience

Why Work for Curamericas Global:

- Curamericas Global is dedicated to closing health inequities around the world and in our own backyard. At Curamericas you'll have autonomy to make an impact, quickly gain experience and responsibility, and work with a team of high-performing and passionate public health professionals. Join a nonprofit that is committed to ending colonial development, north-south power dynamics, and using innovative business strategies to sustain and grow evidence-based community health. Curamericas' projects embody our shared values of equity, compassion, and empowerment through data driven decision making in order to create programs that are sustainable through partnership and changes in individual behavior and social norms.