



**Position:** Data and Compliance Coordinator  
**Hours:** This position typically works M-F 8:00 am – 5:00 pm  
*Evening and weekend work is sometimes required in this position.  
Flexible scheduling, some overtime may be requested.*  
**Compensation:** \$41,600-47,840 annually. This is an exempt position.  
**Supervision:** This position reports to the Clinical Director.

**YWCA Helena Mission:**

YWCA Helena is committed to preventing homelessness, providing safe and supportive housing for women and children experiencing homelessness, and providing services that restore hope, self-sufficiency, and happy, healthy lives. Together with YWCA USA and YWCAs across the country, we are dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

A belief in the mission of YWCA Helena and positive attitude toward YWCA Clients will be the most important key to success. Attitudes, unlike skill sets, generally cannot be taught. Must believe in the shared humanity of all people, go the extra mile for someone in need, be willing to give someone the benefit of the doubt, treat each person as an individual and foster a return to independence, not greater dependence. Those who represent the diversity of our community are encouraged to apply.

**Job Summary:**

The YWCA Data and Compliance Coordinator reports directly to the Clinical Director. This position is responsible for day-to-day oversight of billing and electronic medical record compliance and works closely with the billing partner. This position ensures that staff are trained on the electronic health records software to assure that client data is protected, records are stored and retained correctly and that only provider staff are allowed access to client records.

**Program Analysis and Compliance Evaluation**

- Provide analytical support to YWCA Helena’s Clinical Director, including reporting of key programmatic performance and compliance indicators for providers and revenue trends.
- Collaborate with the Clinical Director to identify key indicators of compliance with regulations and grant requirements as well as trends that impact service delivery and acquisition for our clients.
- Collaborate directly with the YWCA billing partner to assure accuracy in billing as well as tracking submissions and revenue.

**Requirements:**

**General Management**

- Maintain a thorough understanding of the electronic health record system, billing mechanisms/processes, revenue tracking, and compliance indicators for confidentiality and protection of client records.
- Manage the EHR (Electronic Health Record) system to assure templates and documents are created and sustained to comply with regulations. This

**YWCA Helena**

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includes extracting and compiling data for evaluating completeness, accuracy, and timeliness.

- Provide technical support to providers related to using the electronic medical record
- Responsible for modifications to meet organization's needs- creating reports, template development, etc.
- Communicate with providers for necessary support and training materials
- Onboard new providers into the EHR system
- Track compliance for billing and licensing as well as grant compliance
- Complete reports related to data management and performance monitoring.
- Monitor that client documents are complete and up to date to meet licensing requirements
- Track provider's clinical documentation and provide reminders when needed
- Analyze clinical hours of services for clients and providers and report data to Clinical Director
- Responsible for billing therapeutic services and replicating documentation and billing data into our billing partner's EHR system.
- Tracking services submitted and payments received to ensure accuracy.
- Be able to firmly commit to and work to achieve the mission of YWCA Helena.
- Be able to work at a desk with a computer for long periods and lift 25 pounds.
- Demonstrated professionalism, integrity, and ethical behavior regarding confidentiality as well as in matters concerning coworkers.
- A commitment to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all.

Tuberculosis (TB) screening and CPR/First Aid certification are requirements for this position. The selected candidate will demonstrate sensitivity to the cultural and socioeconomic differences present among YWCA Helena's staff, clients, and board. YWCA is an equal opportunity employer.

A background check is required for all staff at YWCA Helena. Please submit cover letter, resume, and three professional references to [Denise@ywcahelena.org](mailto:Denise@ywcahelena.org). This position is open until it is filled. To be considered for the first round of interviews, please submit your materials by Friday, December 6<sup>th</sup>, 2024.