

REPORTS TO: SHANNON BENNETT, BUREAU CHIEF
LOCATION: CARSON CITY, NEVADA (HYBRID)

BEHAVIORAL HEALTH CERTIFICATIONS FOR EXCELLENCE IN NEVADA

INTERN- GRADUATE

BUREAU OF BEHAVIORAL HEALTH WELLNESS AND PREVENTION

POSITION SUMMARY

We are seeking a motivated and detail-oriented intern to join our team in developing a comprehensive provider report card and feedback program for BHCEN (Behavioral Health Certification for Excellence in Nevada) -certified providers. This internship offers a unique opportunity to gain hands-on experience in behavioral healthcare quality improvement and data analysis. The intern will collaborate with our quality assurance team to design, implement, and refine a system that evaluates provider performance based on key metrics. Responsibilities include data collection and analysis, creating user-friendly report cards, and developing feedback mechanisms to support continuous improvement. Ideal candidates are analytical thinkers with strong communication skills and a passion for enhancing behavioral healthcare outcomes.

Essential Position Duties and Responsibilities:

1. **Data Collection and Analysis:** Gather and analyze data from various sources to assess provider performance.
2. **Report Card Development:** Design and create user-friendly report cards that effectively communicate performance metrics.
3. **Feedback Mechanisms:** Develop and implement feedback systems to facilitate continuous improvement among providers.
4. **Collaboration:** Work closely with the quality assurance team and other stakeholders to ensure the program meets organizational goals.
5. **Documentation:** Maintain detailed records of processes, methodologies, and findings.
6. **Presentations:** Prepare and deliver presentations on progress and findings to the team and other stakeholders.

Knowledge and Skills:

1. **Data Analysis:** Proficiency in analyzing and interpreting data to draw meaningful conclusions.
2. **Attention to Detail:** Ability to meticulously handle data and ensure accuracy in reporting.

3. Communication: Strong written and verbal communication skills to effectively present findings and collaborate with team members.
4. Technical Proficiency: Familiarity with data analysis tools and software (e.g., Excel, SQL, or statistical software).
5. Problem-Solving: Ability to identify issues and develop practical solutions.
6. Project Management: Organizational skills to manage multiple tasks and meet deadlines.
7. Team Collaboration: Ability to work well in a team environment and contribute to group efforts.
8. Adaptability: Willingness to learn and adapt to new tools, methodologies, and feedback.

Work environment:

This position currently is hybrid. May be required to perform job duties remotely, at the office or, within the community to conduct tasks such as presentations, program implementation, and networking.