Natividad Medical Foundation  
JOB DESCRIPTION

Job Title:    HOSPITAL SUSTAINABILITY ANALYST TRAINEE  
Reports To:  Natividad Medical Center Trainee Program Manager  
FLSA Status: Non-exempt (part-time, temporary)  
Pay:        $15.00 Hourly  
Prepared By: Jennifer Williams  
Prepared Date: May 30, 2013

SUMMARY
Under the direction of the Finance / Decision Support Department, the Hospital Sustainability Analyst Trainee performs financial analysis and associated research on the fiscal impact of adopted and proposed hospital sustainability initiatives.

REPORTING RELATIONSHIPS
The Hospital Sustainability Analyst Trainee reports to Natividad Medical Center’s Trainee Program Manager.

DUTIES & RESPONSIBILITIES:

- Perform financial analysis on the fiscal impact of adopted and proposed sustainability initiatives
- Analyze hospital financial performance and benchmark against local market, statewide averages, and comparable facilities
- Analyze hospital utility consumption and benchmark against local market, statewide averages, and comparable facilities
- Provide programming support and research for sustainability initiatives, i.e. Request for Proposal (RFP) drafting/review, vendor contracts, regulatory statues, policy analysis and interpretation
- Develop new metrics and measuring standards for sustainability projects
- Draft Sustainability Committee meeting minutes and update NMC sustainability website via Webmaster
- Maintain existing databases containing statistical information on hospital volumes, medical supplies, and utility consumption behavior (water, medical waste, non-medical waste, electricity, gas, etc.)
- Analyze impact of NMC’s utilities, medical, and non-medical waste consumption on the local and non-local environments and economies
- Update project findings and maintain current records for the purposes of reporting and presenting findings to Sustainability Committee, management, senior leadership, and external audiences
QUALIFICATIONS:

Education Requirements:
1. Must have a High School Diploma or G.E.D
2. Actively pursuing an undergraduate degree in Business, Finance, Healthcare Management/Administration, or Environmental Science/Management, i.e. enrolled in a community college, public university, or private college OR Actively pursuing a graduate degree in Business, Finance, Healthcare Management/Administration, or Environmental Science/Management, i.e. enrolled in a public university or private school
3. Must have a minimum of 2.51 GPA
4. Federal Work Study students are preferred, but all applicants will be considered

Time Commitment Requirements:
1. Require a minimum 5 month commitment
2. Require a minimum 15-20 hours a week
3. Office hours Monday – Friday 8AM to 5PM

Working knowledge of:
2. General Business practices, i.e. accounting, economics, financial modeling, book keeping, financial analysis, environmental policies and practices preferred but not required
3. Healthcare current events / topics, i.e. current legislation at the state/federal level

DESIRABLE QUALIFICATIONS
A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities:

Skill and Ability to:
1. Identify and analyze data from a variety of sources, i.e. hospital software data downloads, internet searches / web queries, and CA State website(s) data downloads, etc…
2. Work under limited supervision; prioritize work assignments and work under pressure of deadlines
3. Think creatively; develop new methods, procedures or approaches to achieve program goals and facilitate change while utilizing available resources; exercise initiative, ingenuity and sound judgment in identifying and solving organization’s sustainability challenges
4. Communicate clearly both orally and in writing; write clear and concise reports and procedures; speak effectively before diverse audiences/groups;
5. Establish effective working relationships and maintain the confidence, cooperation, and respect of those contacted in the course of work
6. Learn and apply financial models to data
7. Develop recommendations based on research and present effectively to diverse audiences
SUPERVISORY RESPONSIBILITIES
None.

INTERPERSONAL SKILLS
The position will require working with various professionals including, but not limited to: non-clinical staff, department managers, clinicians/nurses/doctors, directors, senior leadership, and vendors in order to successfully complete the tasks/duties mentioned above.

The position will also require providing excellent and courteous customer service and establish and maintain effective working relationships with individuals at NMC.

CERTIFICATES, LICENSES AND REGISTRATION
California Driver’s License and proof of automobile insurance.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to sit for long periods of time, during the preparation of reports, and the review and/or analysis of data
2. Mobility sufficient enough to move freely about the medical center
3. Ability to see well enough to read standard text and data on a computer terminal or on paper
4. Ability to verbally communicate in a clear manner that is not disruptive to the hospital atmosphere
5. Ability to use a desktop/laptop computer and keyboard without assistance

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Incumbents in this position may come in contact with, or be exposed to, infectious organisms such as body fluids and blood, and other potentially hazardous substances.

CONDITIONS OF EMPLOYMENT
Natividad Medical Foundation requires that all incumbents pass a fingerprint background check with the Department of Justice.

Signature of Approval:

______________________________  ____________________________
President & CEO               Date
ACKNOWLEDGMENT & RECEIPT
I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for NMF to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

______________________________________________    ________________
Employee Signature                                Date

**REQUIRED APPLICATION MATERIALS AND SCREENING PROCESS**
The screening process is tentative. Should a change be made, applicants will be notified. The competitive process includes:

1. **APPLICATION SUBMISSION:**
   A completed Natividad Medical Foundation Employment Application, a copy of required school enrollment verification/GPA, and a resume must be submitted to via email, fax, or mailed to Natividad Medical Foundation – Director of Development, P.O. Box 4427, Salinas, CA 93912. Email: info@natividadfoundation.org Phone: (831) 755-4187. Fax: (831) 769-8678. Office hours are Monday-Friday, 8 a.m.-5 p.m.

   Applications will be evaluated as received, and applicants will be notified of their status by mail – allow two (2) weeks for processing of application materials. Application materials will be accepted until position is filled. Resumes will be accepted in addition to, but not in lieu of the required application materials.

2. **QUALIFICATIONS APPRAISAL:**
   Completed application materials will be competitively evaluated. The best-qualified applicants will be invited to participate further in the process.

3. **QUALIFICATIONS ASSESSMENT:**
   To further assess applicants’ possessions of required qualifications, this process may include an oral examination, pre-exam exercise, performance exam, physical ability exam, or written examination.