MENTAL HEALTH ASSOCIATION of Orange County

TITLE: Data Analyst

SUMMARY: Under the direction of the Director of Clinical Operations, Programs Directors, and Assistant Program Director, the Data Analyst is responsible to develop analysis and reporting capabilities, and to continuously monitor program outcomes.

REPORTING RELATIONSHIPS: This position reports to the Program Director and Assistant Program Director at each Outpatient Clinic.

STATUS: Full-time, Non-Exempt

DUTIES AND RESPONSIBILITIES:
1. Interpret data, analyze results using statistical techniques and provide ongoing reports.
2. Develop and implement data collection systems and other strategies that optimize statistical efficiency and data quality.
3. Acquire data from primary or secondary data sources and maintain databases/data systems.
4. Identify, analyze, and interpret trends or patterns in complex data sets.
5. Filter and "clean" data, and review computer reports, printouts, and performance indicators to locate and correct code problems.
6. Works cooperatively with others to assure the smooth and seamless delivery of comprehensive support services to Program Directors & Assistant Program Director.
7. Collaborates cooperatively with other staff to manage program documentation, making timely changes or updates as needed or requested.
8. Reviews compiled data and requests changes, clarification or updates from staff as needed.
9. Analyzes program data and monthly reports for Program Directors & Assistant Program Director.
10. Work closely with management to prioritize business and information needs.
11. Attends required training and meetings and participates actively in the community life of the worksite.

QUALIFICATIONS:

1. High School Diploma with 1 year of direct experience working in a financial, accounting, or record-keeping environment. Thorough working knowledge of the latest versions of MS Excel required. Experience in auditing spreadsheet and database data highly desirable. Must understand mental health systems.
2. Knowledge of the EXYM Database System highly preferred.
3. Strong analytical skills with the ability to collect, organize, analyze, and disseminate information with diligence and accuracy.
4. Excellent time management techniques.
5. Working knowledge of computer operations, including data entry ability.
6. Knowledge of probability and statistical information and dissemination techniques
7. Ability to relate to clients with serious and persistent mental illness.
8. Ability to sit for prolonged periods of time.
9. Ability to perform physical movements required for operating telephone and computer.
10. Perform other related duties as assigned or required.
11. Excellent verbal, written and organizational skills and the ability to prioritize and manage multiple tasks.

12. Good people skills with the ability to relate positively to a wide variety of people with varying amounts of technical expertise, including the ability to communicate sometimes-complex technical information in an understandable manner.
13. Attending staff and management meetings as invited.
14. Perform other related duties as assigned or required.
15. COVID-19 vaccination and booster are preferred.

Physical Demands:
1. Sit in a stationary position at least 90% of the time.
2. Move frequently about the office to access filing cabinets, office machinery, etc.
3. Operate a computer and other office productivity machines, such as a fax machine, copy machine, calculator, and computer printer.
4. Communicates daily with clients, staff and outside resources that have inquiries; must be able to exchange accurate information in these situations.
5. Ability to lift to a minimum of twenty pounds.

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

The Mental Health Association of Orange County is an equal opportunity employer. We encourage all qualified individuals to apply for open positions regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or any other legally protected status.