Data Analyst
Full Time with Benefits

Summary
The Child Health and Development Institute (CHDI) is seeking **a Data Analyst** to work on projects related to performance improvement in children's behavioral health. The position will be responsible for assisting with standardized data collection and producing reports to support quality improvement projects in outpatient children's behavioral health, particularly Outpatient Psychiatric Clinics for Children and Evidence-Based Treatments. CHDI has a flexible hybrid work policy that allows most full-time employees to work up to four days per week remotely, with a minimum of one day per week in our office in Farmington, CT.

The ideal applicant will be proficient in database management, data analysis, and reporting. The individual selected for this position will work within grant- and contract-funded projects at CHDI. Opportunities to contribute to CHDI and external publications may be available.

Required Education and Skills
- Bachelor's Degree (Master's Degree preferred) in biostatistics, psychology, public health, child development, or a closely related field;
- A high degree of proficiency with database management, data analysis, and reporting;
- Experience receiving, cleaning, and organizing large data sets using SPSS and Excel. Experience with Google Docs and online survey tools (e.g., Survey Gizmo) is also beneficial but not required;
- Excellent interpersonal, communication, and time management skills;
- Experience writing syntax in SPSS;
- Experience creating and managing large data systems used to collect provider-level data;
- Skills and experience that are preferred, but not required, include: managing and maintaining online database systems; evaluation methods; quality improvement methods; understanding of the CT's children's behavioral health system; program implementation; advanced statistical analysis; QGIS/mapping; evidence-based practice; research methods; and training methods.

Compensation
Compensation will be based on experience and will range from $58,000 - $63,000 annually (Full Time Equivalent) depending on experience and qualifications. A generous benefit package is provided.

Description of Responsibilities
The Data Analyst will be responsible for receiving, cleaning, analyzing, and reporting data on one or more grant- or contract-funded projects in children's behavioral health. Federal, state, and private funders have invested heavily in the identification, development, implementation, and replication of promising and evidence-based services for youth in Connecticut. A key component of ensuring the delivery of high-quality and effective services is collecting, analyzing, and reporting data to promote fidelity, quality, and outcomes.

The Data Analyst will receive exported data that are collected by direct service providers and prepare those data for analysis and reporting. This involves cleaning data (e.g., identifying missing data, identifying data entry errors), developing and, manipulating datasets (e.g., creating formulas and calculations, writing syntax, merging across datasets), analyzing data using various statistical software packages and analytic strategies, and creating professional-quality reports that describe and interpret results consistent with project deliverables. The Data Analyst must have a high degree of proficiency and experience in Excel and SPSS to complete these responsibilities.

Examples of responsibilities include:

- Receive large datasets, clean, and prepare data (e.g., identify missing data, identify and correct data entry errors);
- Coordinate with community-based providers to answer questions and ensure accurate and timely data entry;
- Create and manage data systems used to collect provider-level data, including working with contracted web-based database developer;
- Translate data between statistical software programs and create and update formulas for data analysis (primarily using SPSS and Excel);
- Use statistical and word processing applications (e.g., SPSS, Excel, Word, and PowerPoint) to analyze and report data;
- Produce reports that include professional-quality tables, graphs, and figures and written interpretation of findings;
- Respond to ad hoc data analysis requests from stakeholders;
- Provide or support the delivery of feedback to clinical providers, school staff, and other state and community partners to support quality improvement processes;
- Communicate findings, in written and verbal formats, to internal and external stakeholders, including opportunities to co-author CHDI and/or peer-reviewed publications;
- Regularly attend internal and external team meetings to update team on progress toward deliverables;
- Project coordination as needed;
- Collaborate with team to translate findings into quality improvement and evaluation activities;
- Ensure completion of contract deliverables

Organization
CHDI is an independent, non-profit organization located in Farmington, CT. Working in partnership with state and regional agencies, providers, schools, universities, and other organizations, we strive to advance equitable and sustainable improvements in behavioral health systems, practices, and policy for all the state's children. Our work is concentrated in the areas of evidence-based practice dissemination, system development and integration, quality improvement, school mental health, data analysis and research, evaluation, policy analysis, consultation, training, and technical assistance.

CHDI functions as an intermediary organization to develop, train, disseminate, evaluate, and expand effective models of practice in children's mental health, juvenile justice, education, and other systems. We partner closely in those efforts with the Department of Children and Families, the State Department of Education, the CT Judicial Branch's Court Support Services Division, The University of Connecticut Department of Psychiatry, Yale University School of Medicine, family advocacy organizations, community- based providers, and others. CHDI does not provide direct clinical services.

Applications
To apply, please email to Lori Schon (schon@uchc.edu) the following: (1) a detailed letter of interest describing qualifications, experience, and interest in the project described; (2) curriculum vitae. Applications will be considered on a rolling basis until the position is filled. The position is contingent upon continued funding.

CHDI is an equal opportunity employer and acknowledges this in its solicitations or advertisements for employees. It is our policy to provide equal opportunity to qualified individuals, at all levels of employment, regardless of race, color, religious creed, age, sex, gender identity or expression, marital or civil union status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability, including, but not limited to, blindness, military service, veteran status, pregnancy, genetic information, or sexual orientation. This commitment to equal opportunity applies to decisions related to all aspects of employment, including recruiting, hiring, training, selection, promotion, development, compensation, and the terms, privileges, and conditions of employment.

Terms and Conditions of Employment
CHDI requires applicants to have current legal authorization to work in the United States and the organization does not sponsor applicants for work visas.

Employment of the successful candidate is contingent upon the successful completion of a pre-employment criminal background check.

CHDI employees are required to be vaccinated for Covid-19, subject to the grant of a request for reasonable accommodation.   Consistent with State law, CHDI provides reasonable accommodations, absent undue hardship, to qualified individuals with disabilities/medical conditions and based upon a sincerely held religious belief, observance or practice that conflicts with getting vaccinated.

Unvaccinated employees with an approved reasonable accommodation must submit adequate proof of a negative test for SARS-CoV-2 on a weekly basis.