Data Analyst
Full Time with Benefits

Summary
The Child Health and Development Institute (CHDI) is seeking **two Data Analysts positions** to work on projects related to performance improvement and dissemination of evidence-based practices in children's behavioral health. The Data Analyst will be responsible for developing and overseeing standardized data collection and reporting procedures and practice development activities to support quality improvement projects in school- and community-based children's behavioral health. 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

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 (PASW) 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 formulas in SPSS syntax/Excel SQL/Google Docs;
- 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; evidence-based practice; research methods; and training methods.

Compensation
Compensation will be based on experience and will range from $52,000 - $60,000 annually (Full Time Equivalent) depending on experience. 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) manipulating datasets (e.g., creating formulas and

calculations, developing 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 [PASW], 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 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 subsidiary of the Children's Fund of Connecticut, which was established in 1992. Working in partnership with state and regional agencies, hospitals, universities, and other organizations, we combine direct funding with research, policy analysis, advocacy, and technical assistance.

The mission of the Institute is to improve the quality of care for all children, emphasizing family-centered, comprehensive care that encompasses both physical and behavioral health. Collaborating with the Connecticut Children's Medical Center, the University of Connecticut, and Yale University, we strive to advance sustainable improvements in primary and preventive

health and mental health care practices and policy for all the state's children, with a particular focus on disadvantaged or underserved children and families. CHDI develops trains, disseminates, evaluates, and expands effective models of practice in children's health, mental health, child welfare, juvenile justice, education, and other settings.

Applications
Only applicants meeting the qualifications described will be considered. To apply, email (1) a current CV and (2) cover letter with qualifications, specifically addressing your experience related to the job requirements and responsibilities above, to Lori Schon at schon@uchc.edu. Positions are available immediately, will remain open until filled, and is contingent upon available funding.

The Child Health and Development Institute of Connecticut is committed to providing equal access to our employment environment and ensures that all employment-related decisions are in accord with the principles of equal opportunity.