The Research Foundation for Mental Hygiene, Inc. is seeking one (1) qualified candidate to fill the full-time position of Mental Health Senior Data Analyst.

The Bureau of Mental Health is responsible for mental health service delivery and planning for New York City residents. Through contracting directly with NYC service providers, the Bureau is responsible for procuring and overseeing over 400 treatment, rehabilitation, housing, case management, advocacy, and Assisted Outpatient Treatment programs. Bureau staff are responsible for managing the development, implementation, and oversight of ongoing and newly contracted mental health programs. Through these contracts and through its policy, planning and advocacy work, the Bureau seeks to facilitate access and quality care and recovery for all New York City residents. The Bureau is also responsible for implementing and overseeing a number of the adult mental health focused Thrive NYC initiatives.

Job Duties and Responsibilities:

Under the direction of the Director of Research and Evaluation the Senior Data Analyst will work in the Program Analytics and Systems Unit of the Office of Research and Evaluation to enhance the bureau's data collection and analysis capacities.

Specifically, the candidate will:

• Oversee programmatic data activities including the development and maintenance of data collection systems, reporting, ad hoc data analysis, and report writing.
• Design and execute analysis projects to inform program oversight and enhance program operations. Using SQL and SAS, clean and analyze program data from multiple sources and generate tables, figures, and reports.
• Design and implement analysis plans for examining program processes and outcomes; employ methods for predictive and longitudinal data analysis.
• Work closely with program leadership and staff to develop indicators for program operations and outcomes. Offer ongoing recommendations for data-driven tracking and refinement of Housing and other program outcomes.
• Effectively present and explain data and findings verbally, in writing and in graphical format to program management, non-technical audiences, and program leadership.
• Manage data in our Mental Health Maven Data System. Monitor data quality on an ongoing basis. Develop reports and workflows. Complete data checks and documentation for routine and custom data reports.
• Collaborate with IT staff and vendor to work on the development, enhancement, and implementation of new and existing data systems.
• Maintain technical written documentation such as data reports, data dictionaries, data access rules, methods and business rules.
• Research best practices, program models and program performance standards; identify trends and best practices in supportive housing models or other program areas.
• Supervise and mentor other research staff.
Minimum Requirements:

1. A doctorate degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and one year of full-time experience in a responsible supervisory, administrative or research capacity in the appropriate field of specialization; or
2. A master's degree from an accredited college or university with specialization in an appropriate field of physical, biological, environmental or social science and two years of responsible full-time research experience in the appropriate field of specialization; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least a master's degree in an appropriate field of specialization and at least two years of experience described in "2" above.
4. Strong proficiency with SAS coding.
5. Experience in both quantitative and qualitative analytical methods is preferred. Experience in data visualization is desirable.
6. Excellent written and oral communication skills with the ability to communicate research and informatics at a variety of levels of understanding.
7. Experience with administrative and/or program data.

Preferred Skills:

1. Excellent interpersonal, analytical, research, presentation, written and oral communication skills.
2. Experience working with relational databases, experience with SQL, and in data visualization is desirable.
3. Knowledge of New York's supportive housing services and mental health recovery is desired.
4. Display the ability to translate business needs into quantifiable data requirements and explicitly communicate the data requirements and limitations of a project.
5. Ability to work independently and manage multiple priorities in a fast paced environment

Work Location: 42-09 28th Street, Queens, New York 11101

Salary: Commensurate with experience

To Apply:

Submit a resume and cover letter by May 14, 2019, on our website at http://corporate.rfmh.org click on Employment Opportunities. Only applications submitted through our website will be considered.

The Research Foundation is a private not-for-profit corporation and is not an agency or instrumentality of the State of New York. Employees of the Research Foundation are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. Excellent Benefits Package. Employer/Minority/Women/Disabled/Veteran Employer. VEVRAA 41 CFR 60-300.5(a) compliant.