

DATA ANALYST

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. 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 be responsible for assisting with standardized data collection and producing reports to support quality improvement projects in children's behavioral health, including crisis services, outpatient services, and Evidence-Based Treatments. The Data Analyst will also be responsible for providing daily technical support to database users via a help desk/support request system.

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 statistics, with experience writing reports that present data and describe findings;
- Experience receiving, cleaning, and organizing large data sets using SPSS and Excel;
- Excellent interpersonal, communication, and time management skills;
- 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; experience with online survey tools (e.g. Alchemer); creating dashboards in Power BI; QGIS/mapping; 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.

Specific responsibilities will likely include:

- Receive large datasets, clean, and prepare data for analysis and reporting (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.
- Develop and manipulate datasets (e.g. create formulas and calculations, develop and update scripts/syntax, merge across datasets) and analyze data using statistical software (e.g. SPSS, Excel, Power BI).
- Produce reports on one or more grant- or contract-funded projects in children's behavioral health that include professional-quality tables, graphs, and figures and written interpretation of findings.
- Provide technical support and troubleshoot common issues for database users (e.g. account access issues, minor data fixes, and basic technical questions) and

respond to inquiries via an email help desk/support request system.

- Respond to ad hoc data analysis requests both internally and 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.
- Collaborate with team to translate findings into quality improvement and evaluation activities.
- Other duties as assigned.

Compensation

This is a full-time position with a salary range of \$60,000-65,000. Compensation will be determined based on candidate qualifications and includes a generous benefits package: 403b with employer contribution up to 10%, generous cost sharing of 85% of medical/dental insurance premiums including dependents, life insurance, long-term disability coverage, several ancillary/voluntary benefit plans, 9 paid holidays, up to 22 paid time off days, and paid sick time.

About Us

The Child Health and Development Institute (CHDI) is an independent, non-profit organization located in Farmington, CT. CHDI is dedicated to improving the behavioral health and well-being of children in Connecticut and beyond by providing policymakers, providers, educators, and partners with a bridge to better and more equitable systems, practices, and policies. Our core initiative areas include system development and integration, evidence-based and best practice treatment dissemination, comprehensive school mental health, and data analysis & quality improvement. Primary strategic work activities include project coordination and management, data analysis, evaluation, quality improvement, research, consultation, training, technical assistance, and policy/system advocacy.

CHDI's core values of anti-racism, respect, accountability, collaboration, and equitable action have been intentionally and collaboratively designed to reflect the culture we strive to embody and the ways that we approach our work. We aspire to uphold these values to function as change agents who transform our organization, as well as the systems, practices, and policies that promote and support the behavioral health and well-being of children.

CHDI is an equal opportunity employer. It's 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.

In 2022, 2023, and 2024, CHDI was named to the list of **Best Places to Work** by the Hartford Business Journal. We are currently operating in a flexible, hybrid work environment with the expectation that employees work from our Farmington, CT office one

day per week. Therefore, candidates should reside within commutable distance of Farmington.

Please note: CHDI requires applicants to have current legal authorization to work in the United States and is unable to sponsor applicants for work visas. The successful candidate's employment is contingent upon the successful completion of a pre-employment criminal background check.

How to Apply

To apply, please click the following link:

<https://childhealthanddevelopmentinstituteofconnecticut.applytojob.com/apply/uftCE9JksX/Data-Analyst> and upload these required materials: (1) Detailed cover letter of interest, and (2) Resume/Curriculum Vitae. **Applications will be reviewed on a rolling basis until the position is filled.** The position is contingent upon continued funding.