



Data Analyst

Full Time, Day Shift

Do you have a passion for using data to improve the quality of care and health of individuals receiving behavioral health services? Are you looking for work/life balance and an excellent benefit package? Would you like to be a valuable member of a diversity driven, mission-minded team that impacts our community? If so, we have an exciting opportunity for you to work as a **Data Analyst!**

What You Will Be Doing

Working full-time as a **Data Analyst**, you will be responsible for implementing assigned project tasks and data reporting specific to the Certified Community Behavioral Health Clinic (CCBHC) performance and population health management indicators. This will include collecting, maintaining, managing, interpreting, and analyzing data from internal and external sources for CCBHC Quality Indicators and population health management. You will assist with database administration and other support systems to meet the goals and objectives of the CCBHC and ISK. You will have the opportunity to collaborate closely with multiple departments and levels of management to present and review data and implement solutions for decision support and information reporting. You will identify and build tools and/or reports to improve overall organizational efficiency. You will serve as a key process and system resource for the development of reporting templates and perform data analysis to evaluate and ensure the integrity of data for completeness, accuracy, and timeliness for each department area. **This is a grant funded position through April 30, 2022.**

What We Require

Bachelor's Degree in Information Technology, Computer Science, Statistics, or in a Human Services field with relevant data analytical experience. Minimum three years relevant experience in data analytics. Proficient experience and knowledge of Excel, Access, and PowerPoint. Experience working within an Electronic Health Record (EHR) and knowledge of using an EHR to pull and analyze data is strongly preferred. Knowledge of information systems, including some familiarity with financial /business applications, clinical applications, and managed care applications are desired. Ability to work independently and manage multiple projects simultaneously. Good communication and interpersonal skills with the ability to develop and maintain strong relationships, acting as an advocate to ensure that all data needs are continuously met and exceeded.

Who We Are

Integrated Services of Kalamazoo (ISK), formerly Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) has been delivering quality services and programs to improve the lives of those we serve for over 30 years. ISK works with youth, families, and adults with mental illnesses, intellectual and developmental disabilities, and substance use disorders to help them succeed. We provide welcoming and diverse community partnerships which collaborate and share resources to support individuals and families to be successful and achieve their goals in a trauma-informed environment.

Why Work For ISK

Because we **make a difference** in the lives of the individuals we serve in the Kalamazoo community every day. You will have the opportunity to work with amazing co-workers in an environment that values **diversity**, inclusion, **work/life balance** and encourages ongoing education for professional development.

We also offer a competitive compensation and benefits package, with some of the **best retirement plans** in southwest Michigan. You will also enjoy **10 paid holidays, 23 days of PTO** and the opportunity to earn additional PTO hours for participating in our wellness program! Kalamazoo is also the home of the **Kalamazoo Promise!**

Come Join Us!

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. ISK is an equal opportunity employer that encourages diversity and inclusion among its workforce. ISK fomenta la diversidad y la inclusión.

We look forward to meeting you! Please apply online at www.iskzoo.org/careers

Physical Requirements/Working Conditions:

Physical Efforts – Job demands include prolonged sitting and standing as appropriate. May occasionally require light lifting up to 25 pounds, stooping, kneeling, crouching, or bending as appropriate. Requires coordination of hands and/or eye/hand/foot.

Working Conditions – Office environment with noise from computers, copy machine, and telephones. Use of computer screen for periods in excess of 30 minutes at a time. Possible eyestrain from extended periods of viewing computer screen. May be exposed to bloodborne pathogens, infectious diseases, and parasites. Travel throughout the Kalamazoo area is required.