MENTAL HEALTH ASSOCIATION OF NEW YORK CITY, INC.

JOB DESCRIPTION

DEPARTMENT / PROGRAM: Department of Children and Families/ Circle of Security Parent Coaching Department

TITLE OF POSITION: Data Analyst – Full Time Position (35 hours per week)

Role and Responsibilities:

- Collaborate with DOHMH staff to develop a data analysis plan to track progress and conduct an evaluation of a parent coaching and mental health screening program.
- Perform data entry, cleaning and management of program data.
- Maintain and update several datasets with data collected in the field.
- Perform data analysis using a statistical software package.
- Prepare regular reports regarding program progress and impact.
- Communicate daily with program staff to address the needs of program participants.

Qualifications/ Needed Skills:

Proficiency in quantitative data analysis, Microsoft Excel, and a statistical analysis software package (e.g., Stata, SAS, SPSS) is required. Experience working with sensitive data (e.g., personal health information, psychosocial health assessment data) and large datasets is preferred. Program evaluation experience and interest is preferred but not required. Experience working with mental health, family support and community-based providers and interest in family and child health is a plus, but not necessary.

Please send resume via email to:
amora-vargas@mhaofnyc.org
Please include on your email subject line: 'Data Analyst'