

ORANGE COUNTY ASIAN AND PACIFIC ISLANDER COMMUNITY ALLIANCE
OCAPICA
JOB ANNOUNCEMENT

Title: Senior Data/Research Analyst	Division: Mental Health – Well(ness)essity
FLSA: Non Exempt, Full time with comprehensive benefits	Supervisor: Program Manager
Pay Range or Rate: \$25 - \$30 / hour	Revised: November 2022

Summary

Through the Outreach and Engagement Program Well(ness)essity, OCAPICA's objective is to increase knowledge, skills, and self-awareness about mental illness and wellness, the importance of mental health to decrease the stigma of mental health, create awareness on suicide prevention, promote and increase help-seeking behaviors, as well as, participant/client empowerment of their health and wellbeing. The Outreach and Engagement Program Well(ness)essity services include: outreach activities, peer-based support services, case management services, and group educational and skill building services. OCAPICA is dedicated to developing and carrying out creative and innovative activities that best serves the diversity of Orange County residents and the community need.

Under the supervision of the Program Director, the Senior Data/Research Analyst will evaluate and analyze the program's services, implementations, units of service, data, and outcomes.

Essential Functions

- Lead the methodological and theoretical design of evaluation and research projects that meet County requirements.
- Lead and manage evaluation and/or research projects.
- Oversee reporting of evaluation and research results.
- Create innovative data visualizations of evaluation and research results.
- Develop evaluation instruments including but not limited to surveys, evaluation forms, and interview protocols.
- Present at team, County, and other necessary meetings and conferences.
- Work collaboratively with other behavioral health programs to develop project plan including creating logic models, benchmark/milestone tables, and output and outcome metrics and targets and oversee the management thereafter.
- Conduct surveys, focus groups, and/or interviews by telephone and/or in person.
- Download and analyze quantitative data by applying appropriate quantitative analysis techniques as needed.
- Analyze data using qualitative analysis by applying appropriate qualitative analysis techniques.
- Conduct literature reviews, prepare a research plan as needed.
- Collection of and inputting of weekly and monthly data as it relates to programming.
- Use new and existing program and County templates and provide timely analysis and summary of compiled data.
- Importing, cleaning, transforming, validating, or modeling data with the purpose of understanding or making conclusions from the data for decision-making purposes.
- Create compelling and "publicly digestible" info graphics and presentation visuals to communicate the complex ideas, issues and trends gleaned from statistical reports.
- Monitors performance and tuning of the databases, security/data protection, backup and restore, capacity planning and data integrity.
- Works closely with Program Director to provide supporting data for grants and proposals.
- Troubleshoot data issues and work with appropriate internal and external partners (e.g. program director, quality assurance, clinicians, etc.) to correct issues.
- Provide support on special projects as needed.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required

- Master's Degree in Information Systems or related fields.
- Strong computer skills.
- High attention to detail and commitment to high quality work.
- Strong reading comprehension and analytical skills.
- Active listening and assessment skills.
- Ability to keep accurate records and prepare reports.

- Must have excellent networking and communication skills.
- Able to work independently as well as part of a multi-disciplinary team.
- Valid California Driver License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Ability to work flexible schedule.
- Verification of employment eligibility and background check required.
- Regular attendance required.

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Demonstrated knowledge and sensitivity to diverse cultures, youth, adults and their families.
- Valid California Driver's License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and Background Check required.

Supervisory Responsibilities

Supervision of assigned employees as needed.

Environmental Conditions (Working Conditions)

Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community based duties.

Physical Requirements

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

Mental Requirements

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application Process

Please e-mail or fax a cover letter, resume, and 2 professional references (past supervisors including e-mail address and phone number) to: careers@ocapica.org

Please ensure that the email subject has the job title: **Well(ness)essity – Senior Data & Research Analyst**

No Phone Calls Please

Application deadline: Open until filled.

Agency Background

OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 90 employees that speak 24 languages and serve more than 40,000 community members a year.

OCAPICA is an Equal Opportunity/Affirmative Action Employer