



Liberty House Job Announcement

Data Analyst

Part-time – 20 hours; M-F

Starting at \$27.88 per hour

Benefits package: Eleven paid holidays, paid vacation, and sick leave; employee assistance plan; athletic club membership subsidy.

About Liberty House

Liberty House is a child advocacy center; a nonprofit organization dedicated to supporting children and families facing concerns of abuse, neglect, trauma, and grief. Our successes lead to vital positive social change, and we are looking for a highly organized, energetic, self-motivated, and passionate person to join our team. Visit www.libertyhousecenter.org to learn more about Liberty House.

Data Analyst

This position is responsible for identifying, updating, and communicating applicable program data for Liberty House publications, grant applications/reports, and any other report as requested. This position is also responsible for recommending updates for the data-collecting, data-storage, and data-reporting procedures at Liberty House to align them with best practices and ensure their coverage of requested Key Performance Indicators (KPIs). This position works with the MDT Assistant to keep a data set up to date, develop applicable reports, and troubleshoot data issues. This position is supervised by the Assistant Deputy CEO.

Basic Functions and Responsibilities of the Position:

Analyze Data Sets & Compose Reports

- Generate reports from single or multiple systems and process confidential data according to organizational, legal, and other applicable guidelines.
- Send applicable reports to other team members to local, state, and national reporting or as directed in a timely manner.
- Analyze data proactively to answer key questions for stakeholders or yourself, with an eye on what drives business performance, and investigate and communicate which areas need improvement in efficiency and productivity.
- Create and maintain rich interactive visualizations through data interpretation and analysis, with reporting components from multiple data sources.
- Troubleshoot the reporting database environment and reports.
- Evaluate changes and updates to source production systems.
- Train end-users on new reports and dashboards.
- Provide technical expertise in data storage structures, data mining, and data cleansing.

Analyze, Maintain, and Make Recommendations for Data Systems

- Work closely with the Assistant Deputy CEO, the CEO, other team leaders, and the Grant Specialist to understand and maintain focus on their analytics needs, include critical metrics and KPIs, and deliver actionable insights to the Assistant Deputy CEO.
- Define and implement data acquisition and integration logic.
- Select an appropriate combination of methods and tools within the defined technology stack to ensure optimal scalability and performance of the solution.
- Develop and maintain databases by acquiring data from primary and secondary sources and build scripts that will make our data evaluation process more flexible or scalable across data sets.
- Manage master data, including creation, updates, and deletion.
- Manage and/or limit other's access to the data sets to protect patient and client confidentiality.
- Provide quality assurance of imported data, work with quality assurance analysts if necessary.
- Coordinate the commissioning and decommissioning of data sets.
- Manage and design the reporting environment, including data sources, security, and metadata.
- Support initiatives for data integrity and normalization.
- Assess tests and implement new or upgraded software and assist with strategic decisions on new systems.

Basic Functions and Responsibilities as a Liberty House Team Member:

- Pass a criminal background, a sex offender registration and child abuse registry check.
- Maintain confidentiality in compliance with Liberty House policies, HIPAA, and State of Oregon multidisciplinary child abuse assessment team statutory requirements.
- Attend Liberty House staff meetings and annual retreat.
- Communicate professionally, respectfully, and supportively with internal team members, external partners, and board members.
- Promote a positive working environment by adhering to the Liberty House Code of Conduct.
- Conduct the business of Liberty House so as to maintain and increase its goodwill and reputation in the community, consistent with professional and ethical standards of behavior.

Qualifications:

- Proficient in Excel required and awareness of other healthcare data management tools preferred.
- Proficient with Windows computers and Microsoft Office (current system is Windows 7/Office 2013).
- Well-organized with good attention to detail.
- Effective written and verbal communication.
- Respond timely and accurately to requests for information.
- Maintain confidentiality.
- Ability to work with minimal supervision.
- Ability and willingness to work as a team member.
- Ability and willingness to establish and maintain positive working relationships.

Required Education and Experience:

- Bachelor's degree (or equivalent) in mathematics, computer science, economics, or statistics.
- 3+ years' Work experience as a data analyst or in a related field preferred.
- Strong programming experience with frame
- Practical experience in statistical analysis through the use of statistical packages, including Excel.

To Apply:

Please email a **cover letter, application and resume** to: HR@libertyhousecenter.org

Attention: Kaute Harrington, HR Coordinator

Open until filled

Liberty House does not discriminate on the basis of race, color, religion, gender, gender identity, sexual orientation, disability, national or ethnic origin, or other legally protected status. Women, people of color, people with disabilities, and LGBTQ candidates are encouraged to apply.