

Job Title: Data Analyst

Reports To: Project Manager(s)

About CLARE | MATRIX:

CLARE | MATRIX is a nonprofit organization providing effective and compassionate treatment, recovery, and prevention services for alcoholism and substance abuse to individuals, families, and the community.

Since 1970, CLARE | MATRIX has provided quality substance abuse and mental health treatment to men, women, and children in southern California.

Through programs run by a compassionate, committed, results-oriented team of counselors, therapists, and administrators, CLARE | MATRIX continues to build its reputation as a leader in Evidence-Based Treatment practices and continues to break new ground in the areas of positive outcomes, outreach, research, and community involvement.

Headquartered in Santa Monica, CA, CLARE | MATRIX maintains 18 facilities in the Southern California region; providing services to participants in a manner consistent with its Core Values: Compassion, Teamwork, Integrity, Empowerment and Adaptability.

Summary: The Data Analyst will take responsibility for managing our master data set, developing reports, and troubleshooting data issues primarily for CLARE | MATRIX's outpatient treatment program in San Bernardino County. Our growing organization is looking for an experienced Data Analyst who is able to turn project requirements into custom-formatted data reports. The ideal candidate for this position is able to do complete life cycle data generation and outline critical information for each Project Manager. We also need someone who is able to analyze procedures and recommend specific types of data that can be used to improve upon them. This position will be supervised by the Clinic Director of C | M's San Bernardino County clinic.

Responsibilities and Duties:

- Tabulate, organize and analyze data.
- Present data and outcomes to the executive team on a regular basis (ie bi-weekly, monthly, etc)
- May serve in an evaluation role for SAMHSA funded projects, including:
 - Entering participant interviews into the SPARS system;
 - Complete grant-specific reports on monthly, quarterly, bi-annual and annual basis;
 - Present on project data and outcomes at various forums, including intra-agency meetings as well as other community and stakeholder meetings;
 - Work with the Project Director and project staff in ensuring project participant intake and follow-up interview benchmarks are met

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- Work with the Operations Department in tracking contract, accrediting and governing body required performance benchmarks.
- Works with Clinical Department to track, monitor and present on clinically-defined performance benchmarks.
- Work with the Development Department in maintaining organization-wide clinical data, including participant demographics, clinical outcomes and clinical trends.
- Participate and present in quarterly Quality Improvement meetings

Knowledge, Experience & Skills:

The ideal candidate will have

- Have a minimum of a bachelor's degree (B.A. or B.S.)
- Have experience in the collection of project and clinical data, both quantitative and qualitative.
- Have knowledge and experience in using statistical software
- Have a capacity for organizing a large volume of data with attention to detail.
- Have the ability to present project outcomes in a professional and meaningful manner.
- Willing to follow CLARE|MATRIX personnel policies.
- Able to work the hours and days required by position being considered.
- Ability to demonstrate strong interpersonal skills in professionally communicating with referring agencies and CLARE|MATRIX staff alike.

Medical History:

All employees whose functions require or necessitate contact with client or food preparation shall complete a health screening report or a health questionnaire. Health screening report or health questionnaire will be provided upon hire. For all residential employees a health screening report be completed and signed off by a medical practitioner signature for clearance. All outpatient employees will complete at minimum a self-report screening questionnaire.

TB test are to be conducted under licensed medical supervision not more than 60 calendar days prior to or 7 calendar days after employment and renewed annually from the date of the last tuberculosis test. Staff with a known record of tuberculosis or record of positive testing shall not be required to obtain a tuberculosis skin test. Unless there is documentation that the staff completed at least 6 months of preventive therapy, the staff shall be required to obtain, within 45 calendar days of employment, a chest x-ray result and a physician's statement that he/she does not have communicable tuberculosis and has been under regular care and monitoring for tuberculosis. A chest x-ray within the prior 6 months is acceptable. The physician's statement shall be renewed annually.

Physical Demands:

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers, to handle or feel. The employee is

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occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required by this job include close vision.

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

Work Environment:

This job will be primarily located at the CLARE | MATRIX's offices in Santa Monica, CA. While performing the responsibilities of the job, these work environment characteristics are representative of the environment the job holder will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job.

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Printed Name and Signature

Date

CLARE|MATRIX is an equal opportunity/affirmative action employer. CLARE|MATRIX does not discriminate because of gender, sexual orientation, race, religion, age or physical, mental or sensory challenges. No qualified applicant will be denied employment sole on the basis of having or not having a prior history of alcoholism or other drug addiction.