A Community Mental Health / Developmental Disabilities/ Addictive Diseases Program

Data Analyst / Report Writer

Job Information

Job Type: Full-Time

Pay: $45,000 - $49,961

Negotiable based on experience.

Program: Administration / IT

Location: Muscogee County

Posting Date: 4/26/2024

Application Deadline: Open Until Filled

Position Open to: All qualified applicants

Submit Completed application to Recruiter:

**New Horizons Behavioral Health
2100 Comer Ave
Columbus, Georgia 31904**

Fax: (706) 596-5589

Email: jobs@nhbh.org

Website: www.nhbh.org

Job Description

The candidate will: Serve as a data liaison, creating visually engaging and informative reports and dashboards using data visualization tools; Analyze, verify, track and report on department-related databases & software, and develop technical and functional specifications based on business requirements and analysis of technical workflows; Identify strategies for evaluation of key performance indicators (KPI's), quality metrics, outcomes evaluations, population management studies, issues in data quality that would impact reporting (i.e.: duplicate records, missing data, etc.: Assist with forecasting and trend analysis.

Minimum Qualifications:

Master's degree and 1 year of experience; Bachelor's degree and 4 years of experience; Associate's degree and 5 years of experience; High School diploma/GED and 7 years of experience. Basic knowledge of SQL a relational database concepts is required, as well as experience with report writing tools. Minimum of 3 years' experience creating dashboards and reports, preferably with Power BI, experience with ETL (preferably Pentaho) and data modeling tools, experience with relational and dimensional databases, strong written and verbal communication skills, and the ability to work independently. Excellent testing, troubleshooting, and documentation skills. Familiarity working across disparate data sources and repositories. Strong MS Excel skills. Must be able to meet quick turnaround deadlines.

Preferred Qualifications:

Microsoft Excel certification. C++, Python, Java, BASIC, Perl, and Bash certifications.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

New Horizons does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its program or activities. An applicant who has a disability which requires special accommodations should contact this office.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. We are also unable to contact applicants who are not selected for a position. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by Human Resources to continue the hiring process.

This position is subject to close at any time once a satisfactory applicant pool has been identified.