

**NEW POSITION**

**Mental Health Association in Orange County, Inc.**



**DATA SPECIALIST  
JOB POSTING**

- I. Title:** Data Specialist
- II. Reports to:** **Director of Social Programs**
- III. Job Objectives:** Data Specialist is responsible for managing MHA's database and Electronic Health Record functions of the agency to ensure we meet regulatory, compliance, billing and reporting requirements.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- \*New positions are periodically reevaluated and may change subject to the discretion of Executive Director.
- IV. Qualifications:**
- A Bachelor's Degree in Information Management, Data Analytics, Computer Science or related field and three years' experience working as a Data Specialist.
  - Demonstrated knowledge in Sigma Data Analytics preferred.
  - Experience working in the Human Services and/or non-profit industry preferred.
  - Advanced knowledge in Word and Excel for data entry, word processing, organizing and prioritizing workload, electronic health records (EHR)/medical record systems, pulling data from various systems for data reporting, statistical reporting and recordkeeping and medical records management.
  - Strong analytical and problem-solving abilities, including the ability to recognize problems, think creatively, devise innovative solutions, and learn new technology quickly.
  - Proficiency in data collection and management, and knowledge of data manipulation and querying tools.
  - Ability to communicate data technology and data information for audiences with varied technology competencies.
  - Ability to work independently with minimal direct supervision.
  - Familiarity with Electronic Health Record Program(s) required.
  - Effective written and oral communication skills.

- Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
- Valid NYS Driver's License and ability to drive with current driving record acceptable for agency insurance coverage.
- Must be clear and maintain an acceptable record under the Medicaid Fraud & Abuse clearance process.

**V. *Responsibilities:***

- Develop efficient ways to organize, store and analyze data with attention to outcome measures, reporting trends and productivity.
- Review data for completeness, accuracy, and adherence to standards to ensure all paperwork, documentation, quality assurance requirements and billing needs are met.
- Assist with compiling data for agency, program reports and grant submissions/proposals.
- Maintain various databases for billing and reporting purposes.
- Interface with the Managed Care Organizations, Orange County Mental Health Department, Continuum of Care (CoC), Homeless Management Information System (HMIS), SAGE HMIS, ESNAPS, Child and Adult Integrated Reporting System (CAIRS) and other platform liaisons.
- Implement procedures to provide feedback via data to drive outcomes and program goals.
- Work as part of assigned programs to interpret data and suggest solutions for best practices and strategic planning.
- Serve as Foothold/AWARDS liaison and assist with staff training and digitalizing MHA programs and services.
- Use tools and techniques to visualize data in understandable formats, such as graphs, charts, tables and reports.
- Provide training to staff to understand system access issues and functionalities, assist with identifying correlations and patterns.
- Monitor data quality and recommend ways to streamline agency operation practices.
- Ensure full adherence to MHA's Data Security Policies and Procedures at all times.

**VI. *Other Duties:***

- Duties subject to change based on needs of agency.
- In the spirit of teamwork, answer MHA's main office phone as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change the duties at any time.
- ***Terms of employment/benefits:***
- Non-Exempt.

- Forty (40) hours per week.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

**Please send letter of intent and resume to:**

**Mental Health Association in Orange Co. Inc.  
73 James P. Kelly Way  
Middletown, NY 10940  
or fax to (845) 343-9665  
or email to [mharecruiting@mhaorangeny.com](mailto:mharecruiting@mhaorangeny.com)**