911 E. Centennial
Pittsburg, KS 66762

620-231-5130
www.crawfordmentalhealth.org

Crawford County Mental Health Center is taking applications for a full-time **Data Analyst**. This position will be responsible for generating, analyzing, and interpreting data to support decision-making processes that improve patient care, operational efficiency, and organizational performance. The Reporting Analyst will collaborate closely with clinical, administrative, and leadership teams to provide data-driven insights through the creation of reports, dashboards, and visualizations that reflect key performance indicators (KPIs), regulatory requirements in behavioral health services, and support specific strategic business initiatives.

Qualifications:

- Bachelor's degree in a related field such as Business, Accounting, Finance, or equivalent combination of education and practical experience
- 2+ years of experience in data analysis or reporting, preferably in healthcare, behavioral health, or related field
- Strong proficiency in Excel, SQL, and other data analysis tools
- Ability to work with large datasets and analyze complex data
- Excellent communication and presentation skills
- Strong attention to detail and accuracy
- Experience with data visualization tools such as Power BI
- Understanding of statistical analysis and modeling
- Knowledge of database design and data warehousing principles
- Ability to work independently and manage multiple projects
- Analytical and problem-solving skills
- Ability to set and meet deadlines

Essential Job Functions:

- Achieves competency and certification to effectively utilize electronic medical record software.
- Generate reports and dashboards to meet reporting requirements for federal, state and local grants
- Create ad-hoc reports to support specific business questions or strategic initiatives.
- Create charts, graphs, and narratives to help non-technical stakeholders understand complex data.
- Analyzes data for accuracy and completeness and identifies areas for potential improvement within data collection and entry.
- Works cooperatively with department supervisors and staff to identify and correct data problems impacting reporting.
- Collaborate with clinical staff, management, and other stakeholders to understand data needs, gather requirements, and ensure reports are aligned with organizational objectives.
- Maintains a list of available reports and parameters surrounding each report.
- Maintains a list of requested reports and works with direct supervisor to triage and prioritize report requests based on agency needs.

- Provides technical assistance to end users of electronic medical record software related to the reporting.
- Provides and/or coordinates training for new and existing staff as needed to allow agency staff optimal usage of data and utilization of reports built.
- Assist with regulatory reporting requirements related to state and federal health programs (e.g., Medicaid, Medicare), including preparing data for audits and regulatory submissions.
- Ensure compliance with confidentiality and privacy laws, including HIPAA, in the handling and reporting of patient data.
- Help implement automated reporting tools and processes where possible to improve the timeliness and accuracy of data insights.
- Exhibit and promote decisions / behavior consistent with the Center's established Vision, Mission, and Values.

Salary and benefits package starting at $57,000. Benefits package includes participation in KPERS Retirement System, paid sick and vacation, as well as health, dental, and life insurance.

Position open until filled

Apply online at https://www.crawfordmentalhealth.org/careers/

Or Send resume and references to:
Human Resources
911 E. Centennial
Pittsburg, KS 66762
620-235-7148 Fax
careers@cmhccc.org

Please indicate Data Analyst on your application or resume.

Equal Opportunity Employer