Position Description:

Mental Health Resource Center, a comprehensive mental health center and Joint Commission accredited organization, is seeking a **Lead Data Analyst – SAMHSA Grant** to join its team in the Jacksonville Area.

The Lead Data Analyst is Responsible for establishing data collection and reporting best practices to meet the goals and objectives of the grant; reporting of required performance measures in SAMHSA's SPARS system and conducting analysis of project data. Serves as an Information Technology (IT) and data analytics expert to drive operational excellence and data-informed decisions to ensure program success. This position is also responsible for translating data into actionable insights, providing recommendations and support assessment and implementation of projects, initiatives and operational processes. The Lead Data Analyst also mentors and coaches other members of the team, leads projects and initiative with cross functional leaders and operations staff, partners with internal or external customers and business partners to develop strategies for data collection, data quality, measuring of service levels and other key business outcomes, and works with management to prioritize business and information needs and locates and defines new process improvement opportunities.

Some of the responsibilities of the position include but are not limited to:

- Responsible for development of data systems for recording and tracking all SAMHSA grant activities.
- Responsible for training all project staff on data collection requirements.
- Monitors data collection processes to ensure all required data elements are tracked.
- Reviews data regularly to identify data issues.
- Compiles reports based on data collected.
- Prepares data for presentation and submission to SAMHSA.
- Works with Project Director to review data, outcomes, and programmatic reports.
- Addresses data collection deficits by identifying factors contributing to data errors. Provides one-on-one training to staff experiencing difficulty with completing data submission requirements.
- Develops forms and implements processes needed to collect required grant data.
- Ensures all NOMs enrollments and updates are completed as required by SAMHSA.
- Responsible for reporting, including but not limited to, a summary of grant activities, progress on timelines and data collection activities on a monthly basis.

Position Requirements:

In order to be considered, candidates must have a Bachelor's degree in Mathematics, Economics, Computer Science, Information Management, Statistics or Industrial Engineering.

Proficiency in Microsoft Office Programs, Excel, Outlook, and the use of the Internet.

Two years of data management experience required.

Experience with SAMHSA grants, data collection and reporting preferred.

Position Details:

This position is a Full Time Days position.

This full time position offers a comprehensive benefits package.