



Job Description

Job Title: **Data and Research Analyst**
Report To: **Program Supervisor**
Department: **Strategic Prevention Framework**
Supervisory position? **No**
Position Status: **Part time hourly, non-exempt**

Summary

This position works with an Epidemiologist and program supervisor to analyze data from the Reynolds and Gresham school districts in order to reduce the onset and progression of substance misuse.

Primary Responsibilities

- Collect, assess, and analyze drug and alcohol usage data from the community and school districts using established outcome sources and measurements.
- Working in collaboration with agency managers and the epidemiologist, guide efforts to engage with the community in order to raise community awareness, action, and funding.
- Ensure data and documentation are accurate.
- Complete and submit reports as needed.
- Regular attendance is required.
- Other duties as required.

General Responsibilities

- Follow the protocol, policies, and procedures of the department and agency.
- Maintain confidentiality of client information and comply with HIPAA guidelines.
- Provide culturally responsive services that are equitable, respectful, and relevant to people from a wide variety of cultures, backgrounds and orientations.
- Attend meetings and trainings as required.

Education / Experience

- A bachelor's degree in a related field is required (for example, Public Health, Biostatistics, Data Analytics, etc.).
- Three years of data analysis experience preferred but not required.
- Experience working in public health or epidemiology is preferred but not required.
- Experience working in a school setting or school systems is preferred but not required.

Skills and Abilities

- Have strong strategic and critical thinking in order to identify interdependencies between issues, data, and outcomes and how they relate to the big picture.
- Have excellent attention to detail and are able to pay particular attention to every aspect of a project or responsibility.
- Able to establish priorities, work independently, and proceed with objectives without supervision.
- Able to enter data accurately on a consistent basis.
- Able to complete tasks within an assigned deadline.
- Able to build and maintain rapport with youth and adults from diverse backgrounds and personalities.
- Have effective and flexible communications skills.
- Able to interact with colleagues, supervisors and customers face to face, online and on the phone.
- Able to maintain confidentiality.
- Able to follow a pre-determined work schedule.
- If using personal vehicle on company business, must have a valid driver's license and meet minimum automobile insurance requirements.
- Have the skill to use a personal computer and various software packages.

Working Conditions

- May be required to work flexible or non-standard work hours including weekends.
- Work is performed onsite in an office and may require extended periods of computer and phone usage.
- Data entry for extended periods of time.
- Bend, climb, reach, and lift and/or carry up to 30 pounds.
- Sit and/or stand for extended periods of time.
- Able to effectively communicate and exchange information.
- Able to drive to perform work within the community.

Organizational Culture

Northwest Family Services, through our mission, practices and the services we offer, are committed to the belief that all people deserve dignity and respect. As we serve our communities, we will continue to work together to listen, to learn, and to act to overcome historic values and structures that have led to discrimination and inequities.

We are committed to creating a culture of belonging, where all staff are valued and given opportunity to grow and succeed equitably. We do not discriminate on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, primary language, ethnic background or socioeconomic status. NWFS pursues policies, strategies, and programs which promote cultural responsiveness in our daily work. We seek staff who share our vision and commitment to our communities.

Acknowledgement

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I have discussed any questions I may have had about this job description prior to signing this form.

Employee Name (please print): _____

Signature: _____ Date: _____