Title: Data/Research Analyst
Division: Prevention & Early Intervention, Outreach & Engagement
FLSA: Non Exempt
Pay Range: Commensurate with experience
(Pt 40% FTE / 16 hrs per week not eligible for benefits)
Supervisor: Program Director
Revised: September 22, 2017

Summary
Through our Outreach and Intervention Program, OCAPICA’s objective is to increase knowledge, skills and self-awareness about mental illness and wellness, the importance of mental health to decrease the stigma of mental health, promote continued wellness, as well as, participant/client empowerment of their health and well-being. The services included are: outreach activities, engagement/intervention services, case management services, limited short-term individual and group counseling services, and group educational and skill building services. OCAPICA is dedicated to developing and carrying out creative and innovative activities that best serves the diversity of Orange County residents and the community need. Under the supervision of the Program Director, the Data/Research Analyst will be responsible for outreach activities, engagement/intervention services, case management services, group educational and skill building services.

Essential Functions
- Collection of and inputting of weekly and monthly data as it relates to programming.
- Using new and existing program and County templates; provide timely analysis and summary of compiled data.
- Importing, cleaning, transforming, validating, or modeling data with the purpose of understanding or making conclusions from the data for decision making purposes.
- Create compelling and “publicly digestible” info graphics and presentation visuals to communicate the complex ideas, issues and trends gleaned from statistical reports.
- Monitors performance and tuning of the databases, security/data protection, backup and restore, capacity planning and data integrity.
- Works closely with Program Director to provide supporting data for grants and proposals.
- Troubleshoot data issues and work with appropriate internal and external partners (e.g. program director, quality assurance, clinicians, etc.) to correct issues.
- Provide support on special projects as needed.
- Perform any other functions as needed by management and agency.

Minimum Qualifications - Knowledge, Skills and Abilities Required
- Bachelor’s Degree in Information Systems or related fields.
- Strong computer skills.
- High attention to detail and commitment to high quality work.
- Strong reading comprehension and analytical skills.
- Active listening and assessment skills.
- Ability to keep accurate records and prepare reports.
- Must have excellent networking and communication skills.
- Able to work independently as well as part of a multi-disciplinary team.
- Current and valid California Driver License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Ability to work flexible schedule.
- Verification of employment eligibility and background check required.
- Regular attendance required.

Non-Essential Qualifications - Knowledge, Skills and Abilities Required
- Demonstrated knowledge and sensitivity to diverse cultures, youth, adults and their families.
- Current and valid California Driver’s License, proof of car insurance, and reliable transportation.
- Ability to do some travel for conferences, meetings, and trainings.
- Occasional weekend, evening and on-call hours as needed. Ability to work flexible schedule.
- Verification of employment eligibility and Background Check required.

**Supervisory Responsibilities**

No supervision of employees required at this time.

**Environmental Conditions (Working Conditions)**

Duties to be performed in an office environment which may include shared space, exposed to weather conditions and noise level prevalent at the times when performing community based duties.

**Physical Requirement**

In the course of performing this job, the incumbent typically spends time sitting, standing, driving, walking, typing, filing, listening and speaking.

**Mental Requirement**

The incumbent in this position must be able to accommodate to any/all of the following: tolerance for distractions and interruptions. Uncontrollable changes in priorities/work schedules; be able to process information, think, and conceptualize.

Application deadline: October 2, 2017 or until filled.

Please e-mail or fax a cover letter, resume and 2 professional references (past supervisors including e-mail address and phone number) to: Tina Rocha
E-mail: careers@ocapica.org
FAX: (714) 636-8828

Please ensure that the email subject has the job title: Crisis Response Program Coordinator

No Phone Calls Please.

*Orange County Asian and Pacific Islander Community Alliance, Inc. (OCAPICA) is an Equal Opportunity/Affirmative Action Employer*

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**Agency Background:** OCAPICA was established in 1997 as a nonprofit organization with a specialty in serving the diverse Asian American and Pacific Islander communities. Since then, OCAPICA has expanded and serves all communities, especially low income communities through several different programs in health, mental health, workforce development, policy and civic engagement, youth development, and education. OCAPICA has more than 60 employees that speak 24 languages and serve more than 40,000 community members a year.