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|  | <b>JOB TITLE:</b>   | Business Intelligence Analyst  | <b>REPORTS TO:</b>    | Access and Analytics Manager |
|   | <b>LOCATION:</b>  | Albuquerque, NM  | <b>POSITION TYPE:</b> | Full-Time                    |
|   | <b>LEVEL/SALARY RANGE:</b>  | \$52,000 Min-\$70,000 Mid-point  | <b>DATE POSTED:</b>   | 05/11/21                     |
|   | <b>CONTACT:</b>   | <a href="mailto:centrosavilajobs@centrosavila.com">centrosavilajobs@centrosavila.com</a> | <b>END DATE:</b>      | 06/01/21                     |
|   | <b>JOB DESCRIPTION:</b>   |  |                       |                              |
| <b>ROLE AND RESPONSIBILITIES</b>  | <p>Centro Sávila is seeking a Business Intelligence Analyst who is responsible for performing daily technology and EMR assistance, evaluation and data-driven decision making for the agency. The Business Intelligence Analyst reports directly to Access and Analytics Manager on EMR training, data analytics and grant performance measures. Under the supervision of Access and Analytics Manager and in conjunction with the Clinical and Case Management Supervisors at Centro Sávila the Business Intelligence Analyst will be responsible for:</p> <ul style="list-style-type: none"> <li>• Analytics <ul style="list-style-type: none"> <li>○ Reviewing and working on continuous quality assurance of data systems</li> <li>○ Work with the Access and Analytics Manager to create dashboards and reports on internal and external reporting</li> <li>○ Produce weekly and monthly reports as needed for Clinical, Case Management and Administrative departments.</li> </ul> </li> <li>• Training and technical assistance <ul style="list-style-type: none"> <li>○ Assist staff with the Electronic Medical Record and automated phone distribution systems.</li> <li>○ Training development and delivery for ongoing changes in processes across the agency.</li> <li>○ Work with the Access and Analytics Manager to develop training documents for new hires, ongoing training and support to current staff and interns.</li> </ul> </li> <li>• Grant reporting and performance measurement <ul style="list-style-type: none"> <li>○ Review and systematize grant reporting requirements.</li> <li>○ Generate data reports using Centro Savila’s data systems to turn in reports to funders on a monthly, quarterly, and annual basis.</li> </ul> </li> <li>• Other duties as required</li> </ul> <p>The candidate will support management, supervisory and leadership to support data-driven decision making. Additionally, they will work closely with the Access and Analytics Manager to help enhance organizational efficiency through streamlining data systems and reporting for external funders.</p> |  |                       |                              |
| <b>QUALIFICATIONS AND REQUIREMENTS</b>  | <p>Minimum Qualifications</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in social science (or related field) with emphasis in quantitative skills OR 2 years of experience</li> <li>• Must have good working knowledge of Tableau, Excel, Word.</li> <li>• Must be willing to participate in trainings required for the position, both internal and external.</li> <li>• Clear understanding of confidentiality and strong sense of professionalism</li> </ul> <p>Preferred Qualifications</p> <ul style="list-style-type: none"> <li>• Excellent time management skills and ability to multi-task and prioritize work.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Attention to detail and problem-solving skills and strong organizational and planning skills.</li> <li>• Non-profit or healthcare administration experience preferred</li> <li>• Bilingual (Spanish/English) preferred.</li> </ul>  |  |                       |                              |
| <b>COVER LETTER AND RESUME</b>  | Submit cover letter and resume to <a href="mailto:centrosavilajobs@centrosavila.com">centrosavilajobs@centrosavila.com</a>  |  |                       |                              |