



DATA ASSISTANT JOB ANNOUNCEMENT

Santa Cruz Community Health (SCCH) began as a women's health collective in 1974 with the mission to improve the health of our patients and the community and advocate the feminist goals of social, political, and economic equality. Now, 40 years later, we serve that same mission as a nonprofit Federally Qualified Health Center operating two separate sites: the Santa Cruz Women's Health Center in downtown Santa Cruz serving women and children; and the East Cliff Family Health Center in Live Oak, serving everyone.

SCCH has a diverse patient population and an engaging and friendly work environment. Our caring and committed staff works as a team to fulfill our mission so that all our patients have access to comprehensive, quality health care.

POSITION SUMMARY:

Santa Cruz Community Health (SCCH) has established an internally managed data platform, which includes updates to the existing data infrastructure and hosting platform.

The Temporary Data Assistant will help to improve upon the sophistication of our data systems by working under the direction of the Strategic Data Analyst to migrate data tables, mine for data, write report queries, execute jobs, and document processes and methodologies for extracting data. This work will allow for increased access to timely data.

SCCH has one staff Strategic Data Analyst who will oversee the Data Assistant's work on this project.

Reports to: Strategic Data Analyst, QI Director

Classification: Temporary, Part-Time or Full-Time, Exempt

Location: Administration, Clinic, Remote

Hours: 8:00AM-5:00PM and Flexible

CORE JOB RESPONSIBILITIES:

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

- Transitioning current reports and data to a hosted cloud-based Tableau Server.
- Participating in developing and executing new dashboards and ad-hoc reports.
- Migrating existing data tables from one database to another.
- Documenting current processes and projects



GENERAL JOB PERFORMANCE STANDARDS:

KNOWLEDGE OF WORK - Posses and utilizes knowledge of the job which is essential to perform the specific functions and related work.

QUANTITY OF WORK - Accomplishes an appropriate volume of satisfactory work under normal conditions. Ability to produce results.

QUALITY OF WORK - Consistently demonstrates accuracy, thoroughness, neatness and dependability to produce work within acceptable standards.

TIMELINESS - Completes assignments on or ahead of schedule.

ABILITY TO LEARN NEW DUTIES - Interprets, learns and responds to instructions for new situations, procedures or methods.

JUDGEMENT and COMMON SENSE - Decisions/actions are sound, including safety awareness.

COOPERATION - Willing to work with others toward common goals.

COMMUNICATIONS - Demonstrates relevance and clarity of written and oral expression. Effectiveness in exchanging ideas and information.

INITIATIVE - Ability to originate, develop or create new ideas or take steps to get things done.

PROBLEM SOLVING - Identifies and evaluates alternate solutions and selection of the most appropriate course of action.

ATTENDANCE and PUNCTUALITY - Shows daily ability to be at work at scheduled time, including being prepared to work on time after breaks, meal periods, and other authorized absences from work.

QUALIFICATIONS

Minimum Requirements:

- High school graduate.
- Experience in computer science or technology.
- Understanding of statistical concepts
- Hands-on experience with data reporting, analytics, and/or predictive analytics.
- Proficiency in MS Office; Word, Excel, Outlook

Preferred Qualifications:

- Experience working in a non-profit setting desirable, FQHC or other Healthcare
- Familiarity with EHR systems, preferably eCW.
- Knowledge of data warehousing and data systems
- Knowledge of table design and structure, joins, data normalization, and data types.
- Familiarity with data bases and information research systems
- Microsoft SQL Server, R Studio, BridgeIT, Tableau

WORK CONDITIONS

Working conditions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Variations in conditions may occur under certain circumstances.



SALARY AND BENEFITS

SCCH offers competitive salary compensation. This position is not benefits eligible, However, employee is entitled to 24 hours of Paid Sick Leave after 90 days of employment and automatic 2% enrollment in the employer sponsored 401K Plan and a 2% retirement match at time of hire.

APPLICATION PROCESS

To apply, complete the SCCH employment application found on our [Careers page](#). Submit application and current resume with letter of interest not to exceed two pages to Human Resources. No phone inquiries, please.

**SANTA CRUZ COMMUNITY HEALTH IS AN EQUAL OPPORTUNITY EMPLOYER
(W/M/V/D)**