



Ritter Center Position Announcement

CURRENT OPENING:

Ritter Center is currently recruiting for a **Data Analyst**. This is a **full-time, non-exempt** position reporting to the **Clinic Manager**. **This role is based in San Rafael, CA operating out of our Admin site. Please find full job description below.**

ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.

RITTER'S BENEFIT PACKAGES:

The Ritter Center is committed to providing a robust additional benefit package to complement compensation. This package includes:

- Paid holidays
- Vacation and sick time accrual that increases with tenure
- Medical insurance with choice of plans
- Dental insurance
- Vision Insurance
- Life insurance
- Disability benefits
- Flexible spending accounts
- A 401K savings account
- Commuter Programs
- Parking and Travel coverage
- And an Employee Assistance Program

Additionally, the Ritter Center pays 100% of the employee premium for the medical, dental, and life insurance plans. Additional ancillary benefits are added each year as appropriate.

Qualifications:

- Bachelor's degree in public health, information management, computer science or a related field preferred.
- Strong knowledge of Excel, including charts, pivot tables and common functions preferred.
- Strong interpersonal skills are required to work in a team based department and collaborate on projects.
- Requires advanced critical thinking skills to analyze complex data.
- Must have strong attention to detail.

Position Description:

The Data Analyst with the Quality Improvement Department will perform a wide range of duties in the Quality Improvement Department to support the data management needs of the Department and the organization as a whole.

Job Duties and Responsibilities:

- Collect, validate and prepare information to support clinical care teams, quality improvement, and the reporting and funding needs of the organization.
- Use eClinicalWorks, Relevant, Marin Wits, Wizard, Clarity, Relevant and other health informatics tools to gather, analyze and interpret clinical and operational data.
- Design and manage reports on data needs using SQL based software.
- Deliver required data and reports for projects and grants in accordance with deadlines.
- Develop customized reports to respond to specific data requests by providers, executive director, clinic operations director, and department heads.
- Work with QI team to help create data driven best practice recommendations to improve patient care.
- Maintain up-to-date working knowledge and inventory of reporting requirements from governing entities, funders, and quality oversight organizations.
- Present and explain data to a variety of audiences to facilitate quality improvement and data-driven decision-making.
- Create data-related presentation material for various meetings as needed and occasionally present and interpret data for key stakeholders.
- Training, support and help train Ritter providers and staff on the use of software to view and interpret data that is relevant to their roles.
- Aid in creating reporting or data workflow manuals to help in training clinic staff to use Quality Improvement and panel management tools.
- Enter data into spreadsheets and web-based reporting tools as needed.
- Develop tables, graphs and reports as well as power point presentations.
- Organize data and reports for compliance, quality improvement and program development.
- Track and report on key performance and quality improvement measures.
- Update the inventory of reporting metrics and quality improvement measures associated with organizational priorities and grant requirements.
- Other duties as assigned.

TO APPLY:

Please follow the instructions on Ritter's Employment page on Indeed to electronically apply for this position. ONLY APPLICATIONS WITH A COVER LETTER AND RESUME WILL BE CONSIDERED.

This posting and more details about working with Ritter are also available on the Ritter Center's website.

Any questions or comments about Ritter Center's hiring process can be sent to careers @ rittercenter.org

HISTORY AND BACKGROUND:

Ritter Center's roots date back to the early 1970s, when a federally mandated Families and Children Committee was commissioned by the Marin County Welfare Department to determine the needs of low-income people and to then implement supportive services. These services were eventually established and funded in 1976 through Community Action Marin (CAM). When "War on Poverty" funding diminished, the CAM Emergency Services Program stood to be disbanded. CAM and the Volunteer Center of Marin solicited support through the community's congregations and were instrumental in incorporating as a new nonprofit organization named the Human Concern Center of Marin in 1980. The organization changed its name to Ritter House in 1996, then to Ritter Center in April

2003. Initially, Ritter Center's precursors solely provided safety net services such as clothing, food and showers, laundry and restroom facilities. In the mid-1990s, our organization began providing medical care and case management service and in 2010, Ritter Center began providing behavioral health counseling and permanent supportive housing. Then in 2013, Ritter Center became a Federally Qualified Health Center (FQHC) grantee serving as a Health Care for the Homeless site. In late 2015, Ritter Center launched an intensive outpatient substance use treatment program at two emergency shelters operated by Homeward Bound of Marin. In late 2017, Ritter Center, in collaboration with St. Vincent de Paul and the Marin Housing Authority launched the County of Marin's Whole Person Care pilot program with the goal of creating an evidence-based and outcomes-focused coordinated system of care across health and social sectors to more efficiently and effectively serve Marin County's most vulnerable Medi-Cal beneficiaries.

With this collaborative history and evolving from a small volunteer run grass-roots organization, Ritter Center today employs a highly experienced staff operating under the mission to prevent homelessness and improve the health and well-being of individuals and families who are homeless or low-income by providing a range of culturally sensitive, easily accessible, high quality medical and social services. Ritter Center operationalizes this mission by providing a multitude of integrated multidisciplinary clinical and social services to help Marin's most vulnerable residents improve their physical, mental and emotional health and, for those experiencing a housing crisis, to obtain or retain permanent housing. Community participation and collaboration has always been a common thread throughout Ritter Center's history and has helped shape our programs, purpose and vision.