**Data Manager**

Circare is a not-for-profit community based mental health agency located in Syracuse, New York. Circare programs are designed to help individuals and families, who have encountered certain obstacles, develop the resources and supports to live a satisfying, naturally independent life.

The Data Manager will work with all programs, under the supervision of the Director of Information Strategy, to ensure that operations are supported by strong and effective data management processes.

**Principle Duties and Responsibilities**

* Support programs in identifying and utilizing data in everyday processes and outcome management
* Communicate and report data in a knowledgeable and responsive fashion, consistent with regulatory requirements, with both internal and external stakeholders (reports for the County, insurance companies, etc.)
* Support management team in utilizing data to guide practice toward positive outcomes
* Collaborate with the Quality Assurance Team
* Collaborate with Accounting in identifying billable interventions, errors to be corrected for proper billing and payment, and data reporting for Consolidated Fiscal Report (CFR)
* Collaborate with Security Group when needed
* Support direct care staff in developing tools to assist them in their day-to-day tasks (i.e., ISPs due, caseload size, last date of service to determine the need for an outreach letter or discharge)
* Develop dashboards and reports using a variety of tools such as Power BI, Power BI Paginated Reports, Power Query, T-SQL, HIVE SQL, DAX, Crystal Reports, DBeaver, Jaspersoft, Netsmart self-service reporting and be able to troubleshoot
* Ability to work with a variety of different EHR platforms including CareLogic, Foothold AWARDS, NetSmart, and Care Management Desktop
* Train end users in the use of self-service reporting tools including Power BI, Power BI Paginated Reports, and Excel workbooks using Power Query
* Ability to design, develop, modify and deploy solutions utilizing Power Platform tools (i.e. Power Apps, Power Automate, SharePoint, DataVerse, etc.) to improve processes and data collection
* Other tasks as assigned

**Job Requirements:**

* Experience designing, developing, modifying, and deploying data models and business intelligence solutions using Power BI, Power Query, DAX and other tools.
* Ability to read, write and execute T-SQL and HIVE SQL queries
* Excellent computer skills, including significant experience with Microsoft 365 Office applications and understanding of relational databases and tabular data models
* Ability to work independently to create data models, dashboards, and reports across various platforms
* Understanding of healthcare regulations, preferably OMH regulations
* A minimum of 2 years experience. 3-5 years experience preferred.
* Associates degree but a bachelor’s degree is preferred

**Benefits:**

Circare is an Equal Employment Opportunity employer offering competitive salaries and a comprehensive benefits package that includes:

* Medical Insurance (with employer funded HRA-Health Reimbursement Arrangement)
* Dental, Vision, and Life Insurance
* Profit Sharing Plan and 401K option
* Flexible Spending Accounts
* Employee Assistance Program (EAP)
* Training and Continuing Education Opportunities

**Circare also offers a variety of benefits to support employee Work/Life Balance:**

* Generous Paid Leave
* Paid and Optional Holidays
* Short and Long-Term Disability
* Paid Family Leave

Please submit a cover letter and resume to Brittany Prignon, Circare, 620 Erie Blvd. West, Suite 302, Syracuse, NY 13204 or go to <https://cir.care> to submit by e-mail.