



655 Broad Street
Providence, RI 02907
p 401.274.6347
f 401.274.6562

POSITION DESCRIPTION

TITLE: Data Analyst VISTA
REPORTS TO: CEO
TYPE Full Time/ On-site
START DATE: June 2024

POSITION SUMMARY

Data Analyst VISTA: Reporting to the CEO, the Data Analyst VISTA will collaborate with clinical and administrative leaders to enhance the production of meaningful service, outcome, and quality information with improved use of technology, improved performance measurement tactics, and improved use and coordination of analytical collaborations.

RESPONSIBILITIES

- Develop a newly created data warehouse to extract monthly reporting
- Collaborate with top medical professionals to collect, analyze, and interpret health data, benchmarking, and impact analysis to develop best practices.
- Champion data collection & reporting; creating new report formats and content, and producing accurate data reports.
- Works alongside with clinic, staff and community partners to build capacity by developing a module for data collection to measure and track patient performance outcomes. Also, assess productivity and quality of care provided with module. This includes: use current data systems, ECW, Volgistics and patient eligibility.
- Provide monthly reports on Clinic statistics including health indicators, volunteer model, and financial impact; design and implement data improvement projects on internal & external stakeholders; and assist with Clinic data goals.

QUALIFICATIONS

- Bachelor's degree required.
- Communications, data management and analysis experience.
- Excellent verbal and written communication skills.
- Knowledge of computer skills and willingness to learn new technological applications.

- Must be attentive to detail, cooperative, punctual, dependable, and be receptive to new ideas.
- Organized and able to manage competing priorities.
- Treat all patients and colleagues with dignity and respect.
- Flexibility with schedule

BENEFITS

- Relocation Allowance for out-of-state members
- Bi-weekly living allowance from Americorp VISTA Program
- Choice of Education Award or End of Service Stipend
- Service in Public Health Clinic
- Training and Professional Development
- Childcare assistance if eligible
- Health Coverage

ORGANIZATION

Rhode Island Free Clinic (www.riFreeClinic.org) is a nationally recognized, award-winning free clinic in Providence, Rhode Island, that provides free comprehensive primary medical, dental, vision and behavioral health care to uninsured, working poor, and low-income Rhode Island adults. It also serves as an educational training site for aspiring health care professional.

Care is provided through a dynamic statewide network of volunteer medical professionals working with academic, medical, and community partners, leveraging robust health care resources with a vitality that is unmatched in Rhode Island and remarkable in the nation. In 2023, the Clinic mobilized nearly 500 volunteers and community partners to provide over 10,000 patient visits to vulnerable, medically uninsured adults.

TO APPLY Applications **must** be submitted through the AmeriCorps VISTA site below, Clinic does not accept applications directly.

GO TO <https://www.nationalservice.gov/programs/amicorps/amicorps-programs/amicorps-vista/join-amicorps-vista>

Please review AmeriCorps VISTA information on this site.

Then go to <https://my.americorps.gov/mp/login.do> and click “*Search Listings.*” For the search, select the “*Rhode Island*” and “*AmeriCorps VISTA*” options. Scroll until you find this position, click on it, and “*Apply Now*”. Submit your application including 2 references.