# Data Analyst – Full-Time | Western Mental Health Center | Marshall, MN

**Starting Salary Range: $75,000 - $90,000 (Based on Experience)**

Are you a data-driven professional ready to make a real impact in your community? Join a growing, mission-focused mental health center where your analytical expertise will directly support life-changing care and help shape the future of behavioral health services in Southwest Minnesota.

## Position Overview:

Western Mental Health Center is seeking a Data Analyst to join our administrative team in Marshall, MN. This full-time role plays a pivotal part in maintaining and optimizing our Electronic Health Record (EHR) system, streamlining data reporting processes, and generating actionable insights to support clinical and organizational decision-making. If you're passionate about data, detail-oriented, and eager to contribute to meaningful work—this is the position for you.

## Key Responsibilities Include:

* SQL Reporting: Utilize SQL to build and maintain reports from Carelogic’s backend database (table views), including CTEs and nested queries.
* Data Submission: Manage timely and accurate submission of data sets to state and partner portals including MN-DHS, MNCM, and MN EAS, etc.
* Recurring Reporting: Prepare and deliver weekly, monthly, quarterly, and annual data reports across departments and to stakeholders.
* Excel Proficiency: Use advanced Excel tools such as PivotTables, formulas, and Power Query to refine and analyze data.
* Workflow Documentation: Maintain clear and thorough documentation of reporting processes, data workflows, and procedures to minimize key-person risk.
* Data Integrity Oversight: Ensure accurate data collection and long-term accessibility.
* Presentation & Communication: Translate complex analytics into clear, actionable insights using visual tools and concise communication.
* Team Collaboration: Work both independently and collaboratively with internal and external teams to ensure data meets evolving program needs.
* EHR System Administration: Serve as the internal administrator for Carelogic, our Electronic Health Record platform.
* Other Duties & Flexibility: Willingness to support evolving data and administrative needs across the organization.

## Qualifications:

Education: Associate’s or Bachelor’s degree preferred, ideally in Data Analytics, Computer Science, Health Information Systems, or a related field.

Experience:

* 3 years of experience in SQL report writing (CTEs, nested subqueries, converting written business needs into code) highly preferred.
* Experience with Carelogic or similar EHR systems preferred.
* Background in healthcare, behavioral health, or public sector reporting is a strong plus.

## The Ideal Candidate Is:

* A problem-solver with a keen eye for detail and accuracy.
* Skilled in transforming raw data into meaningful, impactful reports.
* Comfortable balancing multiple deadlines and projects in a dynamic environment.
* An excellent communicator—both written and verbal—with strong documentation habits.
* Passionate about using data to improve health outcomes and agency efficiency.

## About Western Mental Health Center:

Western Mental Health Center is a leading provider of outpatient mental health services in Southwest Minnesota. We are a progressive, community-focused organization committed to providing accessible, high-quality behavioral healthcare. Join a team that values innovation, compassion, and integrity—and be a part of something that matters.