

DATA ANALYST

Legal Aid Services of Oklahoma (LASO) is searching for an experienced Data Analyst (DA) to work in the **Family Representation Advocacy Program** in Tulsa, Oklahoma. The DA will work closely with the Executive Director and the Executive team and be primarily responsible for administrative oversight, support and implementation of the Family Representation Advocacy Program's data management, data collection, training and implementation on our case management software, LegalServer. The primary focus of the DA will be to develop and implement databases, data collection systems, data analytics and evaluate other strategies that optimize statistical efficiency and quality of data collection and analysis to produce all necessary reports to demonstrate the outcomes achieved by the Family Representation Advocacy Program's provision of high-quality legal representation throughout the State of Oklahoma. The DA will report to the Executive Director.

The DA will perform a variety of duties including training, data collection, data management, data analysis and evaluation of program goals and a variety of support functions for the FRAP.

The Family Representation Advocacy Act enacted into law on June 2, 2023, established the Family Representation Advocacy Program (FRAP) within the Administrative Office of the Courts. The purpose of the FRAP is to ensure uniform and high-quality legal trial and appellate representation for children and indigent parents, legal guardians and Indian custodians in deprived child actions brought by the state pursuant to the provisions of Section 1-1-101 et seq. of Title 10A of the Oklahoma Statutes.

The FRAP will ensure that all parents, legal guardians, and Indian custodians who are entitled to trial and appellate court-appointed counsel and all children are appointed counsel who have training, support and access to resources to provide uniform and high-quality legal representation. The contractors of the FRAP play a critical role in achieving the best outcomes for children in child welfare cases by providing social work support to assist families in healing, protecting the legal and due process rights of parents and children, presenting balanced information to the courts, and promoting the preservation of family relationships.

The FRAP will implement interdisciplinary legal defense statewide for qualified parents, legal guardians, Indian custodians and children. Interdisciplinary legal defense is defined as an attorney, social worker, and/or mentor working together on a team to represent their client. High quality legal representation is defined as interdisciplinary representation. Our goal is to protect our clients' rights, reduce the harm of family separation and prevent or minimize the time a child spends in foster care.

The DA will play a leadership role in LASO's implementation of providing high quality legal representation to all parents, legal guardians, and Indian custodians who are entitled to trial and

appellate court-appointed counsel and all children by implementing high quality data collection processes and delivering high quality data analysis while supporting the contractors of the FRAP with training in using case management software and the need for data.

The DA will need to work closely with the Executive team to create, evaluate, and refine data processes, and tools to ensure the delivery of high-quality legal representation to the families the FRAP serves is documented. The DA will provide data training, oversight, and evaluation to the contractors. The DA shall regularly review, understand and thoughtfully implement new initiatives by gathering, analyzing and reporting data.

The DA will attend and actively participate in administrative meetings and will work closely with external stakeholders in the child welfare system.

Job Description

Data analyst responsibilities include conducting full lifecycle analysis to include requirements, activities and design. Data analyst will develop analysis and reporting capabilities. Data Analyst will also monitor performance and quality control plans to identify improvements.

Responsibilities

- Interpret data, analyze results using statistical techniques and provide ongoing reports.
- Develop and implement databases, data collection systems, data analytics and other strategies that optimize statistical efficiency and quality.
- Acquire data from primary or secondary data sources and maintain databases/data systems.
- Identify, analyze, and interpret trends or patterns in complex data sets.
- Filter and “clean” data by reviewing computer reports, printouts, and performance indicators to locate and correct code problems.
- Work with management to prioritize business and information needs.
- Locate and define new process improvement opportunities.

Desirable

- Experience in child welfare and/or other relevant legal matters.
- Research/Data Analysts working for health and human services/child welfare agency.

Requirements and skills

- BS in Social Sciences and Human Services, Mathematics, Economics, Computer Science, Information Management or Statistics.
- Proven working experience as a Data Analyst or Business Data Analyst.
- Strong knowledge of and experience with data reporting and visualization, data management, and case management software (Legal Server and databases Excel, SQL).
- Knowledge of statistics and experience using statistical packages for analyzing datasets (Excel, SPSS, SAS etc).
- Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.

- Adept at queries, report writing and presenting findings.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills, ability to work well with a wide range of people.
- Excellent organizational and time management skills; ability to perform multiple tasks.
- Demonstrate dependability through good attendance and adherence to timelines and schedules.
- Must follow through on projects and deliverables.
- Strong analytical skills.
- Strong problem-solving skills.
- Demonstrate resourcefulness and ability to take initiative in development and completion of projects.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with attorneys, courts, and community stakeholders.
- Strong sense of community service.
- Compassionate and respectful work supporting contractors who have clients in crisis.
- Operate a variety of office equipment and software including copier, mail machine, word processing, spreadsheets, databases, PowerPoints, Outlook, Microsoft products such as Teams and LegalServer.
- Able and willing to continue professional development.

Physical Requirements

This work is sedentary and requires the following physical activities:

- Sitting for long periods of time; occasional bending, squatting, kneeling, stooping; good finger dexterity; frequent repetitive motions; and the ability to speak and hear; or the ability to perform essential job functions with reasonable accommodation.
- Frequent lifting (up to 25 pounds of paper supplies or minor office equipment).

Working Conditions

- Normal office environment.

Travel

- Travel throughout the State of Oklahoma will be required. Travel for conferences and training may also be required.

Application Instructions

- Interested applicants should submit a cover letter detailing qualifications and experience for this position, a resume, and a list of three professional references to tara.zinn@laok.org by June 14, 2024. Please include as one of the references someone that you have supervised, if applicable.

LASO is an Equal Opportunity/Affirmative Action Employer