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Data Analyst - Welcome Baby

Welcome Baby is a home visitation program for pregnant women and their families near downtown Los Angeles, funded by First 5 LA. It is one component of the Family Strengthening Network focused on increasing the number of children who achieve appropriate social, emotional, cognitive, language, physical and motor development milestones to the best of their potential. Welcome Baby is a partnership between California Hospital Medical Center and Maternal and Child Health Access.

Maternal and Child Health Access (MCHA) is a non-profit social service and policy agency whose mission is to improve the health of low income women and families through advocacy, education, training and direct services. We offer a case management program for pregnant and parenting women with an arts and sewing economic development project; health education and support classes, including breastfeeding support; outreach for enrollment into health programs and referrals to health services; trouble-shooting for problems accessing health care or using health programs; and training and technical assistance to agencies on health programs and services available to low-income people. We conduct policy work in areas of access to care and health issues based on our experiences with low-income women and families.

Position Description: The Data Analyst for the Welcome Baby Program will work under the supervision of the Quality and Evaluation Manager, providing support to the Welcome Baby program staff. Responsibilities include quality assurance, database trouble shooting, data validation, reporting, monitoring of outcomes, administrative and system support. The Data Analyst will work closely with Welcome Baby staff to maintain accurate, quality information and provide critical data system support to the program. He/she will assist with program evaluation activities including accurate collection and entry of data, chart audits, data querying and analysis, and outcome analysis in addition to supporting Clinical Supervisor and all MCHA Welcome Baby staff with database specific technical assistance. The Data Analyst may provide coordination and support Community Health Worker and Enhanced Care Management tracking and support to MCHA employees.

The Data Analyst will:

- Work closely with Quality and Evaluation Manager and database team to communicate and resolve data entry system errors.
- Work with Quality and Evaluation Manager to implement and validate systems for ongoing program management and assessment of outcomes.
- Support the Resource and Outreach department within Welcome Baby with tracking and reporting.
- Provide ongoing support to the team to ensure continuous quality improvement.
- Perform data queries, data analysis and help with written reports as needed in order to demonstrate program effectiveness.
- Provide data quality checks through reporting system and/or chart audits to ensure the accurate collection of data and adherence to program protocols by program staff.
- Provide weekly and monthly reports to leadership team at MCHA and partner hospital.
- Ensure postpartum and prenatal consents are accurate and in the database.
- Perform monthly goal audits to ensure staff are filling out databases properly and achieving goals.

- Attend agency and funder related meetings as required.
- Perform monthly client survey analysis and reach out to staff to send reminders
- Assist Evaluation Manager in bi-annual and yearly performance reports
- Adhere to HIPAA regulations and internal protocols established to ensure client privacy
- Assist Evaluation Manager and Program Director with audit tracking.
- Coordinate and support Community Health Worker and Enhanced Care Management tracking and support to MCHA employees.
- Assist the team with internal and external communications and help prepare materials for staff and program needs, as time permits.
- Perform other duties as requested by Evaluation Manager and/or Program Director

EDUCATION, EXPERIENCE, TRAINING:

Education: Bachelor Degree in a health related field, systems, or economics preferred, but educational training in database systems, health field analytics or a similar field will be considered.

Experience:

- Experience with sorting, manipulating, and validating data within databases.
- Proficient in MS Office with **intermediate proficiency** in Excel.
- Previous experience establishing cooperative working relationships within an office environment.
- At least one year of work or volunteer experience within the nonprofit, health, or social services field.
- Skill in writing clearly in order to articulate concepts and ideas in a logical manner.

Knowledge, Skills, Abilities:

- Ability to use basic and intermediate functions in excel including filtering, sorting, pivot tables, and VLOOKUP.
- Knowledge of Windows-based/Microsoft Office operating systems.
- Demonstrated ability to communicate respectfully with all program staff and willingness to support staff with data needs.
- Detail orientation, strong mathematical aptitude, problem solving, and analytical skills required to identify and correct data entry and system errors.
- Demonstrated skill in executing assigned projects in an independent, timely and responsive manner.
- Willingness to work in multiple systems and software programs including Tableau, Welcome Baby database, DocuSign, MS Office/Excel.
- Ability to be flexible and adapt to change.
- Skill in writing clearly in order to articulate concepts and ideas in a logical manner.
- Knowledge of Canvas or Adobe a plus but not required

MCHA offers comprehensive benefits including medical, dental, vision, life insurance, 403(b) and generous paid time off. Paid Parking

Application deadline: Until filled.
 Salary Range: \$60,000-\$70,000
 Send resume to: Lisap@mchaccess.org

MCHA recognizes and affirms that all people are created equal and are entitled to all rights afforded by the Constitution of the United States. We are committed to addressing racial and ethnic inequalities and disparities. We seek to improve equality, diversity, and inclusion in recruitment, selection, and employment practices.