

Job Posting: Mental Health America of Greater Houston (non-clinical, education and advocacy)

Website: mhahouston.org

Position: Evaluation Specialist, Center for School Behavioral Health

Mental Health America (MHA) of Greater Houston is seeking a highly skilled, experienced, and results-oriented professional for the role of Evaluation Specialist. Candidates are invited to submit their resume to join our team of passionate and motivated people advancing mental health through education and advocacy.

The Center for School Behavioral Health (CSBH) at MHA of Greater Houston serves as a “living laboratory” for incubating innovative, cost-effective, and replicable best practices to improve the prevention, early identification, and treatment of behavioral health issues in students, with recovery as the goal.

The Evaluation Specialist is responsible for developing and managing all aspects of the Center for School Behavioral Health’s program evaluation and outcomes measurement framework.

Responsibilities include but are not limited to the following.

- Develop policies and procedures for data collection and quality assurance; manage systems for organizing and storing data.
- Conduct routine statistical analysis on process and outcome data.
- Coordinate and supervise all processes of data entry, data collection and data management with program staff; and participate in qualitative and quantitative data gathering.
- Implement evaluations in all areas of core programming.
- Coordinate the development of tracking systems that provide data on training delivery.
- Collaborate with others to coordinate and oversee the development, revision, and implementation of evaluation instruments to evaluate the quality and effectiveness of training and educational curricula.
- Make and/or contribute to important decisions about the program’s effectiveness, focus, and management.
- Translate the information gathered into useful tools for staff using various data visualization and graphic design techniques.
- Prepare internal and external reports and manage dissemination of data and information.
- Liaise with research partners in the community to obtain needed student- and school-level data; understand and utilize PEIMS data system and SHAPE data system.
- Prepare, manage, and collaborate with independent evaluators contracted by MHA of Greater Houston for CSBH-related evaluation to ensure program goals are met.

Qualifications for Position

Master’s degree in Public Policy, Public Health, Social Work, Social Science, or related field with a minimum three (3) years of experience in research, evaluation, or program management roles, preferably in an education, nonprofit, or governmental organization. The chosen candidate must have experience with design and management of research and/or evaluation work; various qualitative and quantitative data collection methods including survey design; creation and implementation of data collection tools; data cleaning and quality control; development of logic models & evaluation plans. Strong analytical and data skills including data analysis using statistical software a must. Experience with Qualtrics and mapping and spatial analysis with Geographical Information Systems preferred.

Submit cover letter and resume to careers@mhahouston.org. Include “CSBH Eval Specialist” in Subject Line.