



Service Program for Older People, Inc. (SPOP) seeks a part-time **Systems Analyst (14 hours per week)**

SPOP is a nationally recognized leader in geriatric mental health. SPOP was the first, and remains one of a handful of agencies in the nation that focuses on the comprehensive mental health needs of older adults living in the community. SPOP is a NYS licensed mental health provider serving over 1000 individuals each year through our programs: Article 31 Clinic, Personalized Recovery Oriented Service (PROS) program, Bereavement Support, and Education and Training. SPOP operates the only geriatric PROS program in New York State.

For more information on SPOP please visit our website at [www.SPOP.org](http://www.SPOP.org)

SPOP is the recipient of numerous national, state and local awards recognizing our excellence and provision of innovative programming. We are now seeking a part-time Systems Analyst to join our team- working across our Mental Health Clinic and our PROS program and help us continue our organizational vision and achieve the agency's mission of **enhancing the quality of life of older adults and to foster their independent living through the delivery of comprehensive mental health and supportive services, advocacy and education.**

The Systems Analyst reports to the Senior Vice President for Administration and works closely with the Senior Vice Presidents for Clinical Services and PROS. Responsibilities include:

1. Analyze data provided by various departments and report outcomes (e.g. Productivity Reporting, Grant-driven data reports)
2. Document accurate minutes in meetings
3. Manage medical record requests
4. Utilization Reviews
5. Incident Review Management
6. Work with SVP for Administration on company policies and procedures

**A.**     REQUIREMENTS

- Social Work Student, BSW, LMSW
- Basic Computer Skills
- Proficient in Microsoft Office Suite
- Must have excellent written and verbal communication skills
- Well Organized; able to multi-task across programs and administrative areas

This position would be ideal for BSW or MSW students, and SPOP particularly encourages students and/or new graduates to apply.

If interested, please send a detailed cover letter and resume to: Stephen Beramsingh, at [sberamsingh@spop.org](mailto:sberamsingh@spop.org)