



Sandy Hill Community Health Centre

--- Job Posting ---

Internal/External Employment Opportunity

Position:	Data Management Coordinator
Component/Team:	Quality Improvement and Performance Management
Status:	Permanent, 0.6 FTE Part-Time (21 hours per week)
Salary Scale:	\$67,777 - \$81,645 annualized salary plus benefits, both pro-rated to part-time status
Start Date:	Immediately

Position Description:

Under the direction of the Director of Quality Improvement and Performance Management, the Data Management Coordinator works with management, leaders, and staff to ensure compliance with the Sandy Hill Community Health Centre (SHCHC)'s accountability and performance reporting requirements, effective operational and clinical decision support, and quality data at SHCHC.

As a member of the administrative component, the Data Management Coordinator facilitates the collection and use of accurate and relevant information by working within existing and future structures related to data management issues, ensuring timely reporting, appropriate access to and use of data collected at the Centre, and supporting staff to use the data systems in place.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- Successful completion of a bachelor's degree in a relevant discipline (i.e. Health or Medical Informatics, Information Technology)
- Health Information Management certification a strong asset
- Under the Centre's designation to provide French Language Services, this position is not designated
- Fluency in English, both oral and written

Professional Experience

- A minimum of two years' experience in data administration including proficiency in SQL and Microsoft Access in a health care setting
- Experience working in health care organizations and with health professionals
- Experience working with or supporting electronic health records (i.e. Telus PS Suite) a strong asset
- Experience working in a not-for-profit, multi-disciplinary environment



Knowledge, Skills and Abilities

- Knowledge of Windows, Microsoft SQL, Microsoft Access, Microsoft Excel, Cognos and other business intelligence tools, Electronic Health Records, and basic statistical methods
- Thorough understanding of the organization's program evaluation system and required data elements and the business rules to support them
- Demonstrated ability to manage complex projects concurrently, prioritize work effectively, and work with multiple stakeholders
- Demonstrated ability to work independently and as part of a multidisciplinary team
- Strong analytical skills and interpersonal skills
- Strong organizational and problem-solving skills
- Familiarity with SPSS or other statistical packages, Crystal Reports, online survey tools, and Microsoft Excel
- Knowledge of evaluation frameworks and data collection methods

Reporting Relationship:

The Data Management Coordinator is directly accountable to the Director of Quality Improvement and Performance Management, and through the Director to the Executive Director and the Board of Directors. The employee is responsible for meeting the licensing and regulatory requirements of their professional governing body, if one exists.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: March 18, 2025

CLOSING DATE: April 1, 2025 at 4:00 p.m.