

**INTERNAL/ EXTERNAL  
JOB POSTING**

<b>Job Title:</b>	<b>Data Administrator</b> <b>Planning, Projects and Analytics (Corporate Services)</b>
<b>Status:</b>	Term 12 months – Full time position
<b>Pension and Benefits:</b>	Healthcare of Ontario pension plan (HOOP) including some benefits
<b>Pay Scale</b>	\$52,698 annual - \$63,491/annual
<b>Start</b>	As soon as possible

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The Data Administrator is responsible for answering data requests, retrieving data to support program evaluation tools and frameworks, and supporting the Electronic Medical Record (EMR) training and technical support needs of the Centre. The incumbent supports the Manager of Planning, Projects and Analytics, the Digital Projects Coordinator, and the Senior Leadership Team to ensure that our Centre's reporting requirements are met and that our digital health and data management strategies are successfully implemented.

**Requirements:**

- Bachelor's degree in Epidemiology/Statistics, Mathematics, Program Evaluation, Computer Sciences, Health Information Management or related field, or equivalent combination of relevant training and experience.
- Three to five years of relevant experience, preferably in a health setting.
- High-level proficiency with MS Office (Word, PowerPoint, Excel).
- Demonstrated understanding of statistical methods.
- Demonstrated understanding of community-based, participatory approaches to research and health program evaluation.
- Demonstrated skills in using data dashboards, graphs/charts and other data products.
- Willingness and demonstrated ability to quickly develop subject-matter expertise related to EMRs, EMR reporting software, and other web applications in use at CCHC
- Ability to work well independently and as part of a multi-disciplinary team.
- Demonstrated respect and value for the diversity of the community and individuals.
- Sound judgement and conflict resolution skills.
- Strong organizational, problem solving and interpersonal skills
- Demonstrated customer support orientation.

## Desirable

- Demonstrated skills in an SQL data environment.
- Demonstrated understanding of ETL processes and data warehousing.
- Demonstrated skills in the oral and written delivery of reports.
- Demonstrated experience with EMR and survey software.
- Experience working in a technical support role.
- Basic understanding of equity-driven approaches to data analysis.
- Basic understanding of Ontario’s privacy legislation as it pertains to personal health information (PHI).
- Familiarity with Indigenous data governance and the OCAP principles.
- Familiarity with quality improvement frameworks and methods.
- French language – written / spoken
- Lived experience as a member of an equity-deserving group (e.g. 2SLGBTQIA+, Indigenous, racialized, newcomer, francophone, person with a disability)

## Language designation

- English, written and spoken

### **How to “express an interest” for this opportunity:**

Submit your letter of interest along with your resume on or before **March 24, 2024** by 11:59pm to [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “**Data Administrator**”
- The file name for your resume should read:“(last name)\_(first name)\_ Resume
- The file name for your cover letter should read: “(last name)\_(first name)\_ Cover Letter

We thank all applicants for their interest. Only applicants invited to an interview will be contacted. Candidates requiring accommodation during the application and/or the interview process should contact us at [jobs@centretownchc.org](mailto:jobs@centretownchc.org) so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such we encourage applications from individuals who reflect the broad diversity of communities we work with.

Centretown CHC has a mandatory COVID-19 vaccination policy, as such applicants must be fully vaccinated against Covid-19 and provide proof of vaccinations to be considered for employment. Reasonable accommodation will be considered for persons with medical exemption or other exemptions under the Ontario Human Rights Code.