

**INTERNAL/ EXTERNAL  
JOB POSTING**

<b>Job Title:</b>	<b>Digital Projects Coordinator Planning, Projects and Analytics (Corporate Services)</b>
<b>Status:</b>	Term 6 months – Full time position
<b>Pension and Benefits:</b>	Healthcare of Ontario pension plan (HOOP) including some benefits
<b>Pay Scale</b>	\$73,346 annual - \$88,370/annual
<b>Start</b>	As soon as possible

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The Digital Projects Coordinator is responsible for coordinating the implementation of digital health solutions that enable the organization to reach its strategic, operational, and quality improvement goals. The incumbent supports the Manager of Planning, Projects, and Analytics, the Senior Leadership Team, and CCHC's special project teams, to ensure that our Centre's digital health & data management strategies and supports meet the needs and expectations of our staff, clients and community.

The role blends technical expertise in data management with project management competencies in order to animate our Centre's strategic plan and quality improvement agenda while also overseeing day-to-day operations responsible for EMR technical support and for the timely delivery of data reports/analyses for external and internal use.

The Digital Projects Coordinator uses their subject-matter expertise in electronic medical records, database management, and software integrations to ensure that our staff benefit from high-quality training to optimize their use of our Centre's digital and data assets

**Requirements:**

- Bachelor's degree in Health Administration, Database Management, Medical Informatics or related field, or equivalent combination of training and experience.
- LEAN/Six Sigma Yellow Belt, or equivalent combination of training and experience in process/quality improvement.
- CAPM or PMP certification, or evidence that candidate is actively pursuing a project management certification.
- Three to five years of relevant experience, preferably in a health setting.
- Minimum of one year of project management experience, preferably in a health setting.
- Highly proficient with MS Office (Word, PowerPoint, Excel, Power BI).
- Demonstrated understanding of statistical methods and data quality management.

- Demonstrated skills in the oral and written delivery of data reports, briefing notes and presentations.
- Demonstrated skills in building queries and extracting high-quality reports in a SQL data environment
- Experience as an adult trainer/educator, including assessing training needs, developing plans to address the needs at a range of skill levels, and providing the training to trainees at a range of skill and experience levels.
- Demonstrated respect and value for the diversity of the community and individuals
- Ability to work well independently and as part of a multi-disciplinary team.
- Strong interpersonal skills.
- Solid decision-making and leadership skills.

### **Desirable**

- Understanding of the CHC model, programs and services and of community health and social services.
- Project leadership experience working with an inter-professional team.
- Strong understanding of Ontario’s privacy legislation as it pertains to personal health information (PHI).
- Experience working in a software-related technical support or administrator role.
- 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 “**Digital Projects Coordinator**”
- 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.