



Position:	Data Analyst	Job Status:	Permanent Full Time
Required Shifts:	Day Shifts	Reports to:	Director, Finance & Procurement
Hours of Work:	37.5 hours per week, 1.0 FTE	Non-union:	Non-Union
Location:	Belleville	Date Posted:	March 7, 2019

Reporting to the Director, Finance and Procurement, and working collaboratively with the customer agencies as a corporate resource supporting operational and strategic decision-making and planning to maximize client service and meet accountabilities required by funders. The incumbent is responsible for the provision of data utilization and decision support analysis, management of data quality, administration of risk-management initiatives and support for continuous quality improvement initiatives, contributing to the Agencies' ability to achieve identified strategic objectives.

Position Summary:

- Provides Data Utilization and Decision Support Analysis: Analyzes and compiles data from a variety of sources within the customer agency clinical database into meaningful information to support informed, evidence-based, operational and strategic decisions
- Prepares quarterly service data reporting in conjunction with the SSO Financial Analysts for quarterly report submissions to funders
- Prepares annual CAPS service targets in conjunction with customer clinical management for annual submission to funders
- Liaises with the client database system developers to recommend design improvements and resolve data integrity issues, ensuring the system is meeting the needs of the Agency
- Coordinates with Client Services Leadership Team to ensure accurate completion of the Ontario Common Assessment of Need (OCAN)

Minimum Qualifications & Experience:

- Three-Year College Diploma in Business Administration or Information Technology
- Up to three years' experience in the provision of decision support in a community service or health care organization
- Experience working in a not-for-profit organization an asset

Knowledge, Skills and Abilities:

- Computer applications, Microsoft Office preferred, (relational database, word processing, spreadsheet, presentation, email) as well as internet research and statistical analysis software
- Well-developed abilities in statistical analysis and report generation
- Knowledge of Management Information Systems (MIS) software and Ontario Health Reporting System (OHRS)
- Demonstrated ability to carry out special studies / projects that require independent judgment and initiative
- Well-developed interpersonal and communication skills
- Demonstrated ability to function as a team member, as well as independently as needed
- Excellent organizational, project management, and customer service skills
- Effective written and verbal communication with internal and external stakeholders
- Ability to perform effectively in a fast-paced environment with multiple and competing demands
- French Language proficiency an asset
- Required to provide a satisfactory criminal reference check, including vulnerable sector screening, prior to hire
- Ability to travel among Agency work sites; must possess a Driver's License and have regular access to a reliable vehicle and provide proof of adequate vehicle insurance



Please submit a resume and cover letter to sso.careers@amhs-hpe.ca quoting competition number 2019-18-SSO prior to the closing date of March 22, 2019.

Please note: Only candidates selected for an interview will be contacted.

We are committed to inclusive, barrier-free recruitment processes and work environments. If contacted, please advise us in a timely fashion of any accommodation assistance you require to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.