

Internal/External Job Posting

Position:	Decision Support Analyst Days,	Job Status:	Permanent Full Time
Required Shifts:	evenings, and weekends	Reports to:	Director, Finance and Operations
Hours of Work:	1.0 FTE (37.5 hours weekly)	Hourly Rate:	NU 6
Location:	Belleville	Union/Non-union:	Non-Union
Date Posted:	March 7, 2024	Closing Date:	March 15, 2024, at 4:30PM

Position Summary:

Reporting to the Director of Finance and Operations and working collaboratively with the Quality and Decision Support Lead, the Decision Support Analyst specializes in supporting the organization’s information and analytical needs including, but not limited to, clinical activity (quality, utilization, wait list), benchmarking, forecasting, clinical indicator development and worker metrics analysis.

The Analyst analyzes, interprets, and reports clinical and statistical information on a routine and ad hoc basis to support evidence based clinical decision making, process improvement activities and strategic problem solving to clinical and non-clinical teams within the organization. The Analyst will focus on data quality, integrity and systems maintenance while providing staff support, training, and access administration for the clinical database. The Analyst will contribute to the development, coordination, completion, and evaluation of special projects to ensure data quality and communicate data effectively.

Minimum Qualifications & Experience:

- Undergraduate degree in an applicable field, such as health informatics, health sciences, statistics, epidemiology, quality improvement, health administration, information management or equivalent education and experience
- Certification with the Canadian Health Information Management Association (CHIMA), is considered an asset
- At least five years of experience in a healthcare environment in a decision support, quality improvement, information management, data quality, or healthcare information management role
- Demonstrated expertise in data quality and clinical information management best practices
- Sound knowledge of organizational performance and quality improvement techniques and practices used in healthcare settings, process redesign and system implementation experience
- Experience collaborating with multiple stakeholders and committees and translating knowledge for various audiences
- Strong project management skills, including prioritizing and managing multiple projects with complex demands and short timelines
- Knowledge and understanding of key health care organizational performance measures and indicator development (clinical, utilization, efficiency) and balanced scorecards
- Working knowledge of MOHLTC Reporting, OHRS and MIS Guidelines
- Experience with clinical datasets, data submission, reporting tools and clinical information systems (e.g., CIHI, HIT, AIR, SHIIP, IAR, OPOC, etc.); EMHware experience an asset
- Proficient computer skills for report and presentation preparation, data analytics (e.g., advanced Excel, SQL, Power BI, SharePoint, PowerPoint and Power Platform)
- Well-developed abilities in data analysis and report generation
- Display a positive attitude towards complex challenges as well as routine maintenance and administration tasks
- Self-motivated and able to work independently with minimal supervision and also possessing a positive team spirited attitude
- Excellent interpersonal and customer service skills
- Ability to multi-task with strong attention to detail within a fast-paced environment with changing priorities
- Adhering to confidentiality and privacy requirements for sensitive financial and clinical information.
- Strong communications skills, oral and written, for the effective explanation of complex data-based concepts into plain language
- Superior critical thinking skills and an ability to generate ideas and fresh perspectives
- Curious, open-minded, and eager to learn
- Valid Ontario driver's license, access to a reliable vehicle

Please note: Duties and responsibilities are subject to change in the future.

Applications: Please submit a resume and cover letter quoting competition number 2024-017 to careers@cmhahpe.ca prior to the closing date of March 15, 2024, at 4:30PM.

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.