



INTERNAL / EXTERNAL JOB POSTING

- Position Title:** Decision Support (Data) Analyst
Classification: Data Management Coordinator
Job Type: Regular, Full Time Employee (35 hrs/week)
Pay Band: \$54,052 - \$63,588 annually
Benefits: Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)
Department: Governance
Reporting to: Manager, Quality Improvement Planning & Evaluations
Application Deadline: **Thursday, January 4th, 2018, at 5:00 pm**

The Decision Support Analyst reports to the Manager, Quality Improvement Planning and Evaluation and works in collaboration with members of the Somerset West Community Health Centre staff and management and external stakeholders such as the LHIN, Harm reduction partners in providing data analysis expertise, information/data dissemination, and evaluation. This position includes the development and maintenance of systems and processes for collecting data, extracting, and merging data from various corporate data sources, tracking performance indicators, conducting analyses, preparing reports, and interpreting analyses in collaboration with directors, managers, staff & providers.

The analyst is also responsible for participating in the design and implementation of communication strategies to deliver. An additional key responsibility of this position is to coordinate major changes and enhancements to the data collection tools, including but not limited to, the Electronic Medical Record.

Requirements:

Essential:

- Diploma or degree in information systems, data analysts or equivalent field
- Advanced computer skills - use of SPSS, Microsoft Excel, Word Access, and PowerPoint
- Proven ability to undertake advanced statistical analysis and interpretation of all types of health data.
- Demonstrated excellence in communication, customer service.
- Superior relationship building ability. Excellent interpersonal, written, and oral, communication skills when interacting with clients, staff, community members.
- Excellent project management skills. Strong problem solving, planning, decision-making, leadership, organizational and change management skills.
- Understanding of the Community Health Centre model of care and the principles of quality improvement
- Ability to bring teams together in a collaborative manner and support on-going cohesiveness in a complex and dynamic environment.
- Commitment to the principles of health equity and inclusion

Desirable:

- Minimum of 2 years in a health care environment.
- Minimum of 2 years' experience as an analyst.
- Good understanding of and sensitivity to health policy environment and the ability to assess impact on operations
- Experience with Nightingale on Demand, and/or PSSuites an asset



Areas of Responsibility

- Assists with designing and implementing a performance/quality improvement measures at SWCHC
- Responsible, in collaboration with the Manager, QI, for the development and reporting to fulfill the requirements of Health Quality Ontario.
- Manages data associated with required and requested reports (Ministry reporting including OHRS, OCHART and Corporate indicators).
- Required analyses may include trending, impact analysis and benchmarking as requested to support monthly utilization reporting and presentation to internal and external committees and agencies.
- Collaborates with users regarding their information needs.
- Assist with the collection of client experience data.
- Extracts relevant data to identify possible cause-effect relationships, such as, outcomes to practice patterns, outcomes to workload information, and outcomes to improvement initiatives.
- Monitors, analyzes, and tracks key indicators and conducts specific drill-down analyses as needed.
- Prepares user-friendly reports and utilizes feedback for improvements.
- Collects and links data from various sources and relevant databases.
- Works collaboratively with managers to develop, implement and maintain staff training to build capacity for all staff to understand and use data to produce information.
- In consultation with our internal IT resources, as required, tracks and resolves problems with the EMR – ensures the development of effective feedback mechanisms to ensure providers are aware of the status of enquires.
- In collaboration with managers develops and monitors data quality standards including procedures for the centre– wide collection of socio-demographic data.

Language Designation

- English, written and spoken is required.
- Other languages an asset.

Please submit your resume and covering letter as one document to:

<https://swchc.bamboohr.com/jobs/view.php?id=92>

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

Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.