



Southwest Ontario  
Aboriginal Health  
Access Centre

## FT Data Management Coordinator

<b>Status:</b>	Full-time, permanent
<b>Location:</b>	London, ON
<b>Hours:</b>	35 hours/week
<b>Salary:</b>	\$64,175-\$75,500
<b>Paid Time Off:</b>	3 weeks' vacation, plus health days, spiritual/cultural leave, birthday
<b>Benefits:</b>	Comprehensive health, dental and more
<b>Pension:</b>	HOOPP (defined benefit plan)
<b>Posting Date:</b>	October 17, 2024
<b>Deadline:</b>	November 1, 2024

**Southwest Ontario Aboriginal Health Access Centre (SOAHAC)** is a diverse, dynamic, multiservice Indigenous health and wellness agency. We strive to provide quality, wholistic health services by sharing and promoting traditional and western health practices to enable people to live in a more balanced state of well-being. SOAHAC provides services to Indigenous people including those who live on and off reserve, status, non-status, Inuit, and Metis within the Southwest, Waterloo Wellington and Erie St Clair regions. SOAHAC has a mandate of ensuring that health services are accessible, of high quality, and are culturally appropriate. It is SOAHAC's objective to build health care capacity within Indigenous communities. Currently, we are seeking the services of a **Data Management Coordinator** to join our interdisciplinary staff team to work at our **London Site**.

Reporting to the **Manager, Quality & Compliance**, the **Data Management Coordinator** is to develop, generate, analyze and interpret data reports for accuracy; to identify opportunities for quality improvement related to the clinical practices of SOAHAC respecting all privacy and data governance principles as a Health Information Custodian (HIC).

### **Requirements**

- Degree in Health Informatics, Data Analytics, Computer Science, Data Management or related field
- 5 – 7 years' experience in healthcare setting and SQL based query development and report writing experience to support data-driven strategic decision making
- Advance experience with EMR, supporting staff and clinical practice; creating customized reports and presentations for leadership and staff
- TELUS PS Suite an asset, proven experience in data management, database administration, or similar role
- Familiarity with data privacy regulations and best practices
- Understanding of primary health care, clinical and social services practices
- Expert knowledge of MS Office365 platform
- Expert knowledge of Excel, Power BI and SharePoint
- Strong communication skills with the ability to establish and maintain effective working relationships with others and across multi-site diverse teams
- Robust analytical skills, advanced problem-solving and high attention to detail
- Experience delivering training courses and making presentations to individuals and groups using adult education methods and developing plans to address needs at a range of skill levels
- Highly organized and able to multi-task and manage competing demands and priorities

- Willingness to participate in ongoing Indigenous teachings and ceremonies
- Valid Ontario Driver's "G" license and access to reliable transportation
- Clean and current police check as a condition of employment
- Up-to-date immunizations and records

### **Responsibilities**

- Act as a resource to the leadership team and produce information to support data-driven management decision making by developing and generating regular and ad hoc reports to communicate data insights to stakeholders. Provide recommendations based on data analysis to support business decision-making
- Prepare information for external sources including the MoH, IPHCC, Alliance for Healthier Communities, and others regarding data management, health metrics, clinical outcomes and reporting as directed by management
- Prepare information for internal leadership, management and staff related to AGM, annual operating planning, funder proposals and operational clinical metrics
- Management of Telus PS Suite EMR configuration; implement 3<sup>rd</sup> Party tools in support of clinical operations, and as the designated Local Regional Authority for SOAHAC configure access and monitor access to systems (i.e. Clinical Connect, OLIS, HRM, OTN, etc.)
- Develop, generate, analyse and interpret data reports for accuracy, quality improvement and opportunities to enhance clinical outcomes
- Collaborate and lead data management projects to provide guidance on data best practice, and ensure data is effectively utilized to support clinical processes and objectives
- Develop and implement audit and data security protocols for clinical systems. Monitor appropriate access to data and maintain data security as per legislative requirements.
- Develops relevant organizational goals, policies and procedures as they relate to data management, and coordinates the implementation of system changes and/or enhancements
- Participate on committee and regional user groups to develop data management best practices
- Perform other duties that support the mission and vision of the organization and/or as assigned based on position responsibilities and/or site requirements

***This job may require additional responsibilities and duties as assigned by Southwest Ontario Aboriginal Health Access Centre.***

*SOAHAC values diversity and is an equal opportunity employer; however, hiring preference will be given to qualified Indigenous applicants. SOAHAC is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

**If you are interested in applying for this position, please forward your cover letter and resume to:**

Email: [careers@soahac.on.ca](mailto:careers@soahac.on.ca)

Subject line: **FT Data Management Coordinator, London**

Or mail to: **Human Resources  
Southwest Ontario Aboriginal Health Access Centre  
493 Dundas Street  
London, ON N6B 1W4**

*Please visit **Southwest Ontario Aboriginal Health Access Centre** online at: [www.soahac.on.ca](http://www.soahac.on.ca) or like us on [www.facebook.com/soahac](https://www.facebook.com/soahac) to learn more about us!*

*We thank all those for applying but only those selected for an interview will be contacted.*