



**JOB POSTING**  
**DATA MANAGEMENT COORDINATOR**  
**Full time-24 month contract**  
**(With possibility of extension)**

South-East Ottawa CHC is a Community Health & Resource Centre which offers a range of health and social services to residents living in various neighbourhoods in South-East Ottawa. We are seeking applications for the position of a **Data Management Coordinator (DMC)** to support staff with different databases (such as the Electronic Health Record (EHR) system) and provide data reports in order to facilitate an environment of continuous quality improvement. **The position is guaranteed for 3 days a week ongoing. In addition, we are able to offer the additional two days a week for the next two years with a possibility of an extension.**

**DUTIES AND RESPONSIBILITIES**

The DMC develops and carries out data retrieval, analysis and report preparation as required for compliance reporting, to support management decisions, evaluate programs and services and inform future planning. In addition, the DMC will co-ordinate physical changes to computer databases, including coding, testing and queries. During the first year of this position we will be implementing a new electronic health record (Telus PS Suites)

**QUALIFICATIONS:**

- ❑ Minimum of a Bachelor's degree in a relevant discipline; certificate in databases, or equivalent work and/or experience.
- ❑ Three to five years full-time experience in working with data and providing data analysis support and coordination, preferably in a health setting; experience in data quality management.
- ❑ Experience generating statistics and providing statistical reports, analysis, and recommendations based on the data and findings to management.
- ❑ Experience in the use of computers and various database programs including Access/SQL.
- ❑ Thorough understanding of Electronic Health Records, their required data elements, and the business rules to support them.
- ❑ Strong problem-solving, troubleshooting and time management skills; experience providing documentation for information systems.
- ❑ Experience as a computer trainer, including assessing training needs and developing plans to address them at a range of skill levels.
- ❑ Experience with Nightingale on Demand (NOD) or Telus PS Suites an asset.
- ❑ Experience in a non-profit, community-based organization; experience with and interest in working in a diverse, multi-cultural, inter-professional team environment.
- ❑ High level of organizational and time management skills in a fast-paced environment; demonstrated ability to prioritize, to be flexible, and to meet deadlines.
- ❑ Excellent interpersonal, oral and written communication and customer-relations skills in English. French and other languages an asset.
- ❑ Knowledge of and proficiency in general office procedures and practices.
- ❑ Demonstrated ability to promote and model teamwork; positive and co-operative attitude to work within a team setting to ensure an effective and efficient working environment; demonstrated ability to model "client centred" service delivery.
- ❑ Advanced-level proficiency in the use of computers and various software applications, including advanced-level computing skills in Microsoft Office programs and database software.
- ❑ Requires availability to work occasional evenings and weekends.

**Salary Range:** \$60,070 to \$70,670/annum, plus generous benefits and pension plan.

Letters of Application must include your cover letter, resume, and a point form attachment outlining how your skills and experience match our requirements, must be received by 4:00 p.m. Friday, March 30th. **MUST BE AVAILABLE FOR INTERVIEW ON APRIL 4<sup>TH</sup> OR 5<sup>TH</sup>.**

Attn: Human Resources  
South-East Ottawa CHC  
600-1355 Bank Street, Ottawa, ON K1H 8K7  
<https://seoche.bamboohr.co.uk/jobs/view.php?id=28>

Thank you for your interest. Only candidates selected for an interview will be contacted. The Centre is committed to employment equity. SEOCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.