

Data Management Coordinator Permanent Part-time .5FTE

Gateway Community Health Centre (Gateway), located in Tweed, Ontario, provides accessible quality care with a focus on health promotion and illness prevention through an inter-professional team in a collaborative practice model. Gateway supports populations at all ages and stages of life with an emphasis on those who are high risk and/or experiencing barriers to accessing services. A systems perspective, a focus on community health, and attention to continuous improvement are essential for success in this role. We are seeking individuals with a passion and commitment towards innovation and an inclusive work environment.

The Data Management Coordinator ensures Gateway's continuous quality improvement through the development, collection, monitoring, and analysis of reports in keeping with the organization's strategic priorities as well as priorities set by our Funders, Ontario Health, and the Ministry of Health. Do you have a passion for performance management, data collection, and analysis in health care? Send us your resume and tell us why this is the perfect job for you!

Responsibilities

- Ensure data quality and standardized data entry in various electronic health information platforms including the Centre's Electronic Medical Record
- Develop and implement audit systems and processes to identify, track, correct, and prevent errors and create dashboards and queries to produce accurate data and reports for use in decision support
- Provide ongoing support and assistance to staff on data entry, standardization, and reporting requests
- Generate data queries and reports and analyze data reports in support of planning, evaluation, management decision making and strategic planning
- Present information in an understandable and accurate format for different audiences using organizational, regional, provincial and sector specific data reporting tools
- Participate in business process development to ensure integration and operationalization of e-solutions in the delivery of Gateway CHC programs and service
- Perform account management and audits on E-Systems
- Ensure that Information Management Systems meet requirements for data management and system needs including electronic medical record.
- Liaise with sector specific and provincial groups resolving and escalating support issues.
- Provide education and training support to Gateway CHC interprofessional team

Requirements

- Undergraduate degree in a relevant discipline; or diploma combined with relevant experience (Health Informatics, Biostatistics, Epidemiology, Public Health, Statistics, etc.).
- Experience and/or openness to working with individuals who face barriers accessing traditional health care institutions
- Respectful of the values and diversity of the communities and individuals we serve

This position requires flexibility in hours of work to support accessible program service delivery and the Centre's hours of operation.

Gateway is an inclusive work environment. We welcome and encourage applications from equity seeking groups and people with disabilities, and we can provide assistance and accommodations on request for candidates taking part in all aspects of the selection process.

To apply for this position, please provide a **cover letter** and **resume** by **12:00pm on Tuesday, November 30th, 2021**, via **email** to: Humanresources@gatewaychc.org. When submitting by email, include **DMC2021** in the subject line. We sincerely thank all applicants, however, only those selected for an interview will be contacted.