



JOB POSTING – Employment Opportunity

Position Title: Data Officer 0.8FTE Permanent
PART/Program: Lanark Renfrew Health & Community Services
Start Date: ASAP

POSITION DESCRIPTION:

The Data Officer supports the electronic medical record (EMR) and provides data reports in order to facilitate a quality improvement environment. The Data Officer develops and carries out data retrieval, analysis and report preparation as required. This position helps to support the IT systems within Lanark Renfrew Health & Community Services (LRHCS). This position works from two locations; North Lanark Community Health Centre in Lanark Village and Whitewater Bromley Community Health Centre in Beachburg. The first year of this position will focus on the implementation of Telus PS Suite EMR.

QUALIFICATIONS:

1. College diploma in systems management and/or business administration or equivalent in education and experience
2. Experience building complex queries and reports
3. Experience with Cognos BI tool is an asset
4. 1-3 years work experience, preferably with previous experience in health/human services setting
5. Experience in prioritizing workload demands and problem solving within a team setting
6. Demonstrated ability to take initiative and work independently and with a team
7. Ability to process and solve complex problems and make decisions in a busy environment
8. Ability to interact with a range of health professionals and support staff, through exchange of information, consulting, problem solving and training as required
9. Effective verbal and written communication skills
10. Must have a valid driver's license and access to a personal vehicle
11. Proficient with current versions of Microsoft Office with emphasis on data analysis tools
12. Proficiency with computer systems applications
13. Experience in help desk role as asset

Reporting Relationship:

This position reports to the Director of Health Services at the North Lanark Community Health Centre.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the organization's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check.

If at any stage in the selection process you require an accommodation due to a disability, please contact Jodi Halpenny at 613-259-2182 ext 2336 or by email at jhalpenny@nlchc.on.ca

Although we appreciate all responses, only those candidates selected for an interview will be contacted.

How to apply:

Please submit resume and covering letter to:

Jodi Halpenny
Administrative Assistant
North Lanark Community Health Centre
207 Robertson Drive
Lanark, Ontario
K0G 1K0
613 259-2182 ext 350
jhalpenny@nlchc.on.ca

Deadline to apply: by noon on Monday, August 14, 2017

Posting Date: July 27, 2017

The North Lanark Community Health Centre, a part of Lanark Renfrew Health & Community Services, is a fully accredited health centre providing primary health care, health promotion services and illness prevention services. LRHCS is a HOOPP employer.