



# De dwa da dehs nye>s Aboriginal Health Centre

*We're Taking Care of Each Other Amongst Ourselves.*



## **INTERESTED APPLICANTS**

Please submit your resume  
and cover letter to:

[humanresources@dahac.ca](mailto:humanresources@dahac.ca)

or

Attention: Human Resources  
Aboriginal Health Centre  
678 Main Street East  
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all  
applicants

Only those selected for  
interviews will be contacted

**Deadline to Apply:  
February 12, 2021**

Please note that **ONLY**  
complete applications with  
cover letter will be  
considered.

***Preference is given to equal  
candidates of Indigenous  
Decent.***

## **Job Opportunity**

**Position Title:** Data Management and Research Liaison

**Reports to:** Clinic Services Manager

**Salary:** \$45,000

**Contract Type:** Full Time Permanent

## **Overview**

De dwa da dehs nye>s Aboriginal Health Centre's mission is to improve the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care. As an Aboriginal Health Access Centre we provide a wide range of health and social services in the Hamilton, Brantford and Niagara region including Primary Care, Mental Health & Addictions Services, Health Promotions, Traditional Healing and Programs, Advocacy and Outreach, Housing Services and much more in partnership with local community organizations.

The Data Management and Research Liaison is a dynamic role that will assist the Clinic Services department in maintaining data quality, electronic medical records, data reporting and analysis, and work on various research partnerships and associated community liaison activities. This position reports to the Clinic Services Manager and provides additional support to agency-wide qualitative and quantitative data needs.

## **Roles and Responsibilities**

- Data entry into the electronic medical records and setting up new users
- Retrieving reports from electronic medical record (EMR) (including statistical, medical, internal and external referral, diagnostic, specialist etc.)
- Developing and maintaining procedures for data collection, input, management and quality control
- Identify problems with data quality, communicate issues with program staff and management, collaborate to identify solutions, assist with implementation
- Participate in EMR related teleconference/meetings as required
- Assist with regular data review and cleanup to maintain overall data integrity
- Develop and monitor a protocol and schedule for EMR data auditing, client file audits, paper file audits, unsigned encounter audits, chart privacy requests etc.
- Represent DAHC in arising research partnerships, such as the Mending Broken Hearts research project lead by Dr. Bernice Downey at McMaster University.
- Liaise between research partners and Clinic Services Manager to ensure project deliverables are achieved.
- Lead the coordination and recruitment of research participants through a variety of methods.
- Maintain and organize a variety of documents, packages and/or electronic records/files.
- Ensure data and information storage respects cultural norms, safety of participants, and minimizes potential harms to the welfare of the community.
- Aid in research reports and dissemination of research findings.
- Maintain community practices and guidelines around research engagement and process.
- Provide back-up coverage for clinic administrative staff as needed.

## Qualifications

- College diploma or university degree with a focus on health care, social studies, Indigenous studies, business, computer sciences or related field.
- 1-3 years' work experience in a health care or social services setting with a focus on data management, data quality, electronic medical records, community research and/or event coordination.
- Knowledge of and/or experience working with First Nations, Metis and Inuit communities is an asset.
- Ability to communicate effectively and professionally, both written and verbal
- Experience working with Telus Practice Solutions electronic medical record an asset.
- Highly proficient computer skills and ability to navigate data software as well as day to day platforms such as Microsoft Office Suites, Outlook, and Zoom.
- Interest in building research skills, working with quantitative and qualitative data, and contributing to positive change in how health care is provided for Indigenous Peoples.
- Strong interpersonal skills and ability to work both as part of a team and independently
- Clear vulnerable sectors check is required.
- Valid driver's license and reliable vehicle.

**De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.**

**Competitive Wages & Salaries - Merit of Performance Increases -Health Insurance Plan - Health Benefits - Income Protection Benefits - Paid Leaves - Pension - Employer Health Tax**

### 100% Organization Paid Benefits

- ❖ Health Benefits
- ❖ Employee Life/ AD&D Insurance
- ❖ Dependant Life Insurance
- ❖ Employee Critical Illness Insurance
- ❖ Long Term Disability (LTD) Benefits
- ❖ Travel Accident Insurance
- ❖ Business Travel Life & Disability Insurance

### Retirement Benefits

- ❖ Healthcare of Ontario Pension Plan
- ❖ Immediate Eligibility
- ❖ For every \$1 you contribute, your employer is currently contributing \$1.26 – making HOOPP a cornerstone of your retirement savings.

### Paid Time Off Benefits

- ❖ Vacation - 6% (15 Days)
- ❖ Personal Days - 12 Annually
- ❖ Statutory Holidays - 13 Annually