

INTERNAL/EXTERNAL POSTING

Inviting applications for the position of: Data Management Coordinator

Location: Merrickville site
Hours: 0.6fte to 1.0fte; 42-70hrs bi-weekly
Term: Indeterminate
Salary Range: \$68,200 - \$81,800 annually or \$37.47-\$44.95 hourly
Start date: as soon as possible
Existing Vacancy: yes

Who we are:

Rideau Community Health Services (RCHS) is a non-profit, community-governed health and social service agency that provides comprehensive primary care, health promotion and community development services. Working with partners to provide integrated health and wellness services for various communities throughout Leeds, Grenville and Lanark counties.

What we offer:

- Competitive Rates
- Health Benefits – 100% premium pd,
- Pension Plan - HOOPP
- Generous paid time off
- Team Work
- Professional Development opportunities
- Work/Life Balance and Supportive Culture

About the Role:

The DMC provides data support and data management functions, including report generation, to all programs at Rideau Community Health Services. The DMC leads ongoing collaborative processes to assist management with data analysis to support management decisions, evaluate programs and services, and inform future planning.

Submit your expression of interest in the form of cover letter and resume by March 24, 2026

To Human Resources hr@rideauchs.ca

All applications are considered confidential. AI screening is not used in hiring.

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext. 228.

SUMMARY: The Data Management Coordinator (DMC) provides data support and data management functions, including report generation, to all programs at Rideau Community Health Services. The DMC leads ongoing collaborative processes to assist management with data analysis to support management decisions, evaluate programs and services, and inform future planning.

REPRESENTATIVE ACTIVITIES:

- Develops and implements systems and protocols to support the complete and accurate entry of data in all programs of RCHS.
- Understands and applies the CHC Evaluation Framework, including data models, data relationships, and business rules.
- Applies program logic model concepts and indicators to measure program outcomes.
- Develops and implements systems, queries, and protocols to identify, assess, track, correct, and prevent errors to ensure high-quality data.
- Collaborates with the management team to identify information needs and updates as required.
- Produces reports and accompanying analysis to support management decision making by developing, generating, analyzing, and interpreting queries and data reports.
- Assess team training needs and develop training plans to support effective use of the electronic health record.
- Ensures local system changes and enhancements support user needs and are compliant with system-wide processes and standards.
- Acts as the prime contact for training, resolving and escalating, where appropriate, EMR (PS Suites) data support issues.
- May be responsible for business intelligence / decision support either in analytics support or implementation of tools that may be required for analysis/process evaluation.
- Maximizes efficient functioning and utilization of the data system through participating in training and professional development activities.
- Ensures compliance with organizational decisions, policies, and procedures within his/her area of responsibility
- Responds to internal and external data inquiries, including supporting program audits.
- Performs other duties as requested by the Manager, Administrative Services.

Team Related Activities

- Works as a member of the team and participates in staff development opportunities.
- Participates in regular meetings with specific disciplines/teams as required.
- Participates in team and staff meetings, and other committees and activities as appropriate.

Networking Activities

- Links with other teams at RCHS as required.
- Liaises with the Alliance for Healthier Communities, software vendors, IT support resources and other third parties as needed to escalate and resolve problems.
- Participates on committees, the CHC network, and regional user groups to ensure adherence to best practices and data consistency.
- Advises and participates in the development and review of relevant procedures and practices.
- Works in an inter/multi-disciplinary collaborative approach in developing programs/ resources.

COMMON RESPONSIBILITIES:

- Work in a manner that preserves confidentiality and seeks to minimize risk
- Work in a manner that incorporates health promotion and recognizes the determinants of health
- Incorporate and strengthen collaborative and interdisciplinary teamwork
- Respect and value the diversity of communities and individuals
- Maintain competence and professional license to practice
- Support the student and volunteer placement programs
- Promote awareness of and participate in RCHS activities
- Contribute to the work by participating in meetings and committees
- Work both regular and extended hours of operation in locations identified by RCHS
- Contribute to RCHS' practices of hiring, orienting, training and mentoring staff
- Contribute to the efforts to secure and maximize resources for current and new programs, services and activities
- Participate in efforts to enhance capacity through staff development
- Support and comply with the Occupational Health and Safety policies and procedures

QUALIFICATIONS:

- Bachelor's degree in Health Administration, Epidemiology or Health (Medical) Informatics via College Diploma or related field, or equivalent combination of training and experience.
- QI or Project Management experience an asset.
- Demonstrated ability to prioritize, to be flexible, and to meet deadlines.
- Strong problem-solving, troubleshooting and time management skills,
- Excellent interpersonal, oral, and written communication, and customer-relations skills, in English.
- 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.
- High level of organizational and time management skills in a fast-paced environment.
- Excellent communication skills and experience working in an interdisciplinary team.

OTHER

- Ability to work flexible hours based on program needs
- Valid Driver's license
- Canadian criminal record check or vulnerable sector check that are satisfactory to RCHS