



Job Posting

Position Title: Decision Support Specialist – Canada Summer Jobs Program (1 Position)

Job Posting Deadline for Internal Candidates: May 8th, at 5:00pm

Employment Status: Fixed Term Contract (June 28, 2024 – August 23, 2024) (8 weeks)

Position Status: This is a Non-Bargaining Unit position

Hours of Work: Monday-Friday, 35 hours per week with limited evening and weekend requirements

Hourly Rate: \$16.55 per hour – Eligible for HOOPP

Position Reports to: Senior Manager, Integrated Care and Experience

Primary work location: Oshawa with flexibility to work at other DCHC sites as required.

In partnership with the **Canada Summer Jobs Program** and its guiding principles, Durham CHC welcomes all qualified students to apply, particularly those considered as priority students (students with disabilities, Indigenous students, and students who are members of visible minority groups).

Organization

Durham Community Health Centre (DCHC) is a registered, charitable organization that provides integrated, accessible, and equitable community-based primary care, wellness services, and health education to Durham community members who face multiple barriers to their health and well-being.

DCHC also provides equity-based programs and services that focus on priority populations such as Indigenous, Black, the 2SLGBTQI Community, Newcomers to Canada, Seniors, and Unattached patients (i.e., those without a family doctor), to name a few. DCHC ensures Durham community members receive not only sick care, but preventive care as well.

At DCHC, we are a team-based interprofessional group of staff including physicians, nurse practitioners, nurses, counselors, dietitians, outreach workers, medical secretaries, and other administrative staff. We always place every client at the centre of our approach to care, based on their needs. We address these needs through integrated clinical and wellness care and health education.

It's an exciting time to be joining DCHC, while we are embarking on an energizing path with a focus on making our biggest impact yet on local health care by diversifying, expanding, and leveraging our Strategic Plan, Theory of Change, Brand, Client Stories and Resources.

DCHC's 2023 – 2026 Strategic Goals

- Drive Program and Service Integration and Client Experience Across All that DCHC Does
- Evolve Program Offerings to Improve Health Equity and Meet the Needs of DCHC's Priority Populations
- Establish DCHC as a System Advocate and Champion for Equity
- Enhance DCHC's Brand and Awareness Across Durham Region
- Become an Employer of Choice with a Focus on Recruitment, Retention, and Development



Position Overview

Join our team at Durham Community Health Center (CHC) as a Decision Support Specialist. Under the guidance of experienced professionals in data analysis and health informatics, you'll receive close supervision aimed at fostering your growth and development. Regular observation, evaluation, and constructive feedback will be provided to ensure your optimal performance and a rewarding work experience.

As a Decision Support Specialist, you will have the opportunity to cultivate essential skills in data analysis, survey creation, and interpreting social demographic data. This role is pivotal in contributing to our organization's mission of providing quality healthcare services to our community.

The successful candidate will be based onsite at Durham CHC, where appropriate measures are in place to ensure a safe and conducive working environment. If you're passionate about leveraging data to drive decision-making in healthcare and eager to learn and grow within a supportive team, we encourage you to apply.

To be eligible for this position through the Canada Summer Jobs initiative, you must:

- be between 15 and 30 years of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Key Responsibilities:

- Acquire hands-on experience in data analysis by interpreting social demographic data to gain insights into the diverse needs of priority populations.
- Develop proficiency in utilizing data analysis tools and software commonly used in the healthcare sector to extract meaningful information.
- Contribute to the development of a comprehensive client survey, gaining expertise in survey design, deployment, and subsequent analysis.
- Gain skills in crafting survey questions that effectively capture relevant information, contributing to the enhancement of service delivery.
- Understand the pivotal role of health informatics in healthcare decision support, leveraging technology to improve data management and analysis processes.
- Utilize electronic health records and other digital tools essential for efficient data collection and analysis in healthcare settings.
- Set clear goals, establish timelines, and coordinate with diverse stakeholders to ensure the smooth and successful completion of the project.
- Develop the ability to convey complex data findings clearly and understandably through written reports and presentations.
- Fulfill any additional duties as required to support the objectives of the team and organization.



Key Qualifications:

- Experience with database report-writing tools, such as Power BI, Crystal Reports, Cognos, JReport, SAS, Access, and SQL, is considered an asset.
- Strong project management and communication skills.
- Demonstrated attention to detail in day-to-day work with a focus on quality of work, accuracy, and customer service.
- Proficiency with Microsoft Excel and fluency with other Microsoft Office applications such as Word, Outlook, PowerPoint, Project, and SharePoint
- Must be able to function with a high degree of independence and initiative.
- Demonstrated understanding of and commitment to Durham CHC's mission, vision, and values
- Valid "G" Ontario driver's license and unlimited use of a vehicle

Full vaccination against COVID-19 is mandatory for this position (DCHC CHC will however adhere to its duty to accommodate those who are unable to be fully vaccinated for a reason related to a human rights protected ground).

Application Process:

- If you are interested in being considered for this position, please submit a cover letter and resume outlining your qualifications and expectations by email to recruiting@durhamchc.ca. This position will remain posted until filled.
- While we thank all applicants for their interest in applying, only those qualified and considered for an interview will be contacted. All applicant submissions will be kept on file for six months, for future consideration.
- All applicants are encouraged to provide a valid email address for communication purposes. Applicants may receive written correspondence regarding this job posting directly to the email address provided on their resume. As an applicant, it is your responsibility to ensure that you check your email regularly.
- All positions are subject to the successful completion of the following pre-employment conditions for all external hires: Reference Checks; and Criminal Background checks (including Vulnerable Sector Screening).

Durham Community Health Centre is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), the provisions of the Ontario Human Rights Code, and any other applicable legislation. Accessibility: If you have accessibility needs and require alternate formats or other accommodations, please contact Human Resources at 905-723-0036, or by email to recruiting@durhamchc.ca. **Durham Community Health Centre, and staff are dedicated to creating an inclusive environment that welcomes diversity.**