

Decision Support Analyst

The Canadian Mental Health Association – Cochrane Timiskaming Branch is currently recruiting a Decision Support Analyst for its Timmins office. In keeping with the Mission, Vision, and Values of the Canadian Mental Health Association -Cochrane Timiskaming Branch (CMHA-CT), the Decision Support Analyst will support the development, implementation, and maintenance of a strong foundation for performance measurement activities, including information reporting from multiple data sources. The position serves to inform the operational and strategic decisions of the program and corporate leaders through statistical and performance measurement reports aimed to improve organizational outcomes, transparency, and accountability. The position ensures the accurate and timely reporting of quality and performance indicators to external stakeholders.

Qualifications:

1. A Bachelor's Degree in related healthcare or business field. Other levels of relevant education with experience in data analysis or information technology would be considered
2. Training in information systems, privacy, and data management
3. Successful completion of advanced training in MS Office software and/or database software is preferred.
4. 3 years of related experience in statistical analysis, business intelligence, quality improvement, or research
5. Knowledge/experience with data collection, data management, statistical analysis, and/or information systems
6. Experience in the non-for-profit sector or health care setting with a focus on health information management an asset
7. Understanding of and ability to work within professional and ethical guidelines
8. Demonstrated critical thinking skills including strong clinical judgment and problem-solving skills
9. Highly effective oral, written, and interpersonal communication skills and conflict resolution skills
10. Ability to meet tight deadlines and work in a fast-paced, often pressured, environment
11. Valid driver's license from the province of Ontario and use of a reliable vehicle for work purposes
12. The ability to provide services according to a work schedule determined by the employer and according to the needs of the individuals served

French Language Service Designation: Bilingualism considered an asset.

For a complete job description, please contact Human Resources by e-mail at humanresources@cmhact.ca. This is a permanent full-time position, located in Timmins. We offer a comprehensive compensation program and the opportunity to work alongside a team of energetic and spirited employees who are committed to improving the lives of those who rely on us for support.

Interested candidates should submit a cover letter and resume focused on personal achievements relevant to the position to:
humanresources@cmhact.ca

CMHA-CT has a COVID-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health; unless they are approved for a human rights accommodation from CMHA-CT. Compliance with this policy is mandatory for this position.

For more about the Canadian Mental Health Association – Cochrane Timiskaming Branch and the important work we do, visit us at www.cmhact.ca.

Please advise Human Resources if you will require accommodation in accordance with the Ontario Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate. We would be pleased to assist you.

We thank all applicants for their interest in this employment opportunity. We will contact those candidates who are invited to participate in an interview.