

Decision Support Analyst



Canadian Mental
Health Association
Cochrane-Timiskaming

JOB POSTING

Competition #: 2023-85

Vacant Position: Decision Support Analyst

Employee Group: Non-Union

Work Location: Timmins

Status: Permanent Full-Time

Rate: \$35.09 - \$41.27

French Language Service Designation:
Bilingualism considered an asset.

Posting Period: November 21 – December 1, 2023

Inquiries:

humanresources@cmhact.ca

Please send resumés to:
humanresources@cmhact.ca and indicate in the
subject line the competition number and job title.

Please advise Human Resources if you require
accommodation in accordance with the Human Rights
Code or the Accessibility for Ontarians with Disabilities
Act in order to properly participate.

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.

CMHA Cochrane-Timiskaming actively seeks candidates who are First Nations, Métis, Inuit, and urban Indigenous; Francophone; Black and racialized; members of 2SLGBTQIA+ communities; trans and nonbinary; and disabled.