

**Internal / External
23-52**

Position:		DATA MANAGEMENT ASSISTANT		Number of Positions:	1
Classification:	TEMPORARY	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK	
Department:	CLINICAL SERVICE		Program:	INFECTIOUS DISEASES	
Location:	BARRIE		Anticipated Date of Hire:	SEPTEMBER 6, 2023	
Salary Range:	\$29.70 – \$33.28 HOURLY		Position Duration	ANTICIPATED TO LAST UP TO JUNE 28, 2024, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED	
			Posting Date:	AUGUST 2, 2023	
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
Purpose of Position:					
<p>The Data Management Assistant (DMA) position on the Infectious Diseases team is a foundational part of a large multidisciplinary team. The ID DMA will be required to manage confidential data in multiple provincial and agency databases, including but not limited to Hedgehog 5, iPHIS, CCM, MS Excel and MS Access. Attention to detail and knowledge of personal health information management best practices is critical. The ID DMA may be required to cover for other administrative positions.</p> <p>See the Data Management Assistant position description for further details of the Data Management Assistant role.</p>					
Responsibilities:					
<p>Provide data entry services and maintain provincial government, and local data bases;</p> <p>Troubleshoot and/or arrange for repairs as required, to databases, programs or associated equipment;</p> <p>Receive, provide and distribute information to staff & management;</p> <p>May be required to cover for other clerical position responsibilities;</p> <p>Contribute to team and agency effectiveness.</p>					

Specific knowledge, skills, abilities:

- Basic skills in Microsoft Word and Outlook;
- Intermediate computer skills in Microsoft Excel;
- Advanced keyboarding skills including speed and accuracy in data entry;
- Demonstrated record/data management skills including filing management skills (electronic and paper);
- Strong attention to detail, including ability to input & maintain accurate and complete data;
- Demonstrated ability to organize and prioritize work and meet deadlines;
- Basic oral and interpersonal communication skills;
- Basic written communication skills including the ability to communicate ideas effectively via email;
- Basic proofreading skills;
- Demonstrated ability to work independently within established parameters and to function effectively as a member of a team.

Education:

Secondary School Diploma

Related Experience:

All applicants will be considered, but preference will be given to anyone with 1-2 years' relevant experience.

Preference will be given to candidates with the following qualifications which are considered assets in this competition:

- Previous experience with the integrated Public Health Information System (iPHIS) or the Case & Contact Management (CCM) system.
- Previous experience entering and obtaining data from MS Access databases.

Deadline: 4:00 pm, WEDNESDAY, AUGUST 09, 2023

This is an internal non-union posting. External applicants may be considered when the internal recruitment process does not result in a successful internal candidate.

For further details: refer to the **Data Management Assistant** position description.

For both internal SMDHU applicants and external applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting **#23-52** in the subject line. Your formal application consists of submitting both an up-to-date résumé and a separate cover letter including specific examples in detail of how you meet the minimum requirements and qualifications of this position.

The cover letter is to clearly identify:

- How your education meets the educational requirements listed.
- Specific examples of how your experience meets the experience requirements listed.
- Specific examples of how your experience meets each of the minimum requirements of the job listed.
- Specific examples of how your education and/or experience meet each of the preferred assets listed in this competition.

Applicants who fail to satisfactorily provide all of the detailed information requested above in their cover letter will be deemed to not meet the minimum job requirements listed in this job posting. Accordingly, their application will not be considered in this competition.

Following submission of your e-mailed cover letter and resume, you will receive a standard reply e-mail confirming your e-mail was received by SMDHU. If you do not receive this confirmation e-mail your electronic application was not received and you will not be considered. Also, if SMDHU's confirmation e-mail is dated/timed after the posting deadline, your application will not be considered as you would have missed the application deadline.

If selected for an interview, candidates may be assessed through testing and/or by providing a presentation/portfolio highlighting examples of their work that is applicable to the position being applied to.

Up to date COVID-19 vaccination is an essential requirement of the job. An individual is "up to date" on their vaccinations if they have received all doses recommended by the Ontario Ministry of Health in their primary series of COVID-19 vaccine, including relevant booster doses based on established eligibility criteria and having received the final dose of the COVID-19 vaccine at least 14 days ago. SMDHU is an equal opportunity employer. The possibility of accommodation will be considered during the hiring process.

The Simcoe Muskoka District Health Unit is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process upon request. Due to the number of qualified applications we receive, only those selected for an interview will be contacted. All candidates must be legally entitled to work in Canada.