

**Internal  / External   
25-52**

<b>Position:</b>		<b>DATA MANAGEMENT ASSISTANT</b>		<b>Number of Positions:</b>	<b>1</b>
<b>Classification:</b>	FULL-TIME	NON-UNION	<b>FTE:</b>	1.0 = 35 HOURS PER WEEK	
<b>Department:</b>	CLINICAL SERVICE		<b>Program:</b>	INFECTIOUS DISEASES	
<b>Location:</b>	BARRIE		<b>Anticipated Date of Hire:</b>	SEPTEMBER 8, 2025	
<b>Salary Range:</b>	\$30.90 – \$34.63 HOURLY		<b>Posting Date:</b>	JULY 16, 2025	
<b>Criminal Record Check:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>Vulnerable Sector Screening:</b>	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
<p><b>Purpose of Position:</b>            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, 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>					
<p><b>Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Provide timely data entry services, including personal health information, and maintain provincial government and local databases;</li> <li>• Troubleshoot and/or arrange for repairs as required, to databases, programs or associated equipment;</li> <li>• Receive, provide and distribute confidential and business information to staff &amp; management;</li> <li>• May be required to cover for other administrative position responsibilities; and</li> <li>• Contribute to team and agency effectiveness.</li> </ul>					
<p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Demonstrated skills in Microsoft Word and Outlook;</li> <li>• Demonstrated computer skills in Microsoft Excel;</li> <li>• Demonstrated keyboarding skills including speed and accuracy in data entry;</li> <li>• Demonstrated record/data management skills including filing management skills (electronic and paper);</li> <li>• Demonstrated attention to detail, including ability to input &amp; maintain accurate and complete data;</li> <li>• Demonstrated ability to organize and prioritize work and meet deadlines;</li> <li>• Demonstrated oral and interpersonal communication skills;</li> <li>• Demonstrated written communication skills including the ability to communicate ideas effectively via email;</li> <li>• Demonstrated basic proofreading skills; and</li> <li>• Demonstrated ability to work independently within established parameters and to function effectively as a member of a team.</li> </ul>					

**Education:**

Secondary School Diploma

**Related Experience:**

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

**Deadline: 4:00 pm, TUESDAY, JULY 29, 2025**

***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](mailto:hr@smdhu.org) referencing posting **#25-52** 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.**

*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.*