

JOB POSTING

# **Health Program Information Analyst – Jane Tethewey Site**

# **35 hours per week for 8 weeks June 16, 2023, to August 11, 2023**

# **$15.50 per hour**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison’s mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

Reporting to the Senior Director of Primary Care, Unison is seeking to fill two (2) Health Program Information Analyst positions for our Jane-Trethewey site.

# **Job Responsibilities:**

* Help evaluate primary care performance and access data to allow informed planning and decision making
* Support the analysis and development of data dashboards using regular and ad hoc reports/surveys to inform quality improvement initiatives
* Support the development and review of workflows and processes in coordination with applicable groups
* Support Primary Care quality improvement initiatives including Accreditation activities

**Job Qualifications:**

* Undergraduate or Undergraduate student in a health field (e.g.; registered nurse) considered an asset (or equivalent combination of education and experience)
* Additional certification or experience in project management and quality improvement is an asset
* Familiarity with the social, economic and cultural conditions of Unison’s geographic area and an understanding of local issues and priorities are an asset
* Knowledge and understanding of Primary Care teams, and/or community groups and healthcare networks
* Experience working with electronic information systems, particularly electronic health record applications, is an asset
* Proficiency in MS Office Suite skills, in particular Outlook, Word, PowerPoint, Excel, Project, Sharepoint

# **To qualify for this position under the Canada Summer Jobs Program, candidates 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.

Interested candidates are asked to email a résumé with covering letter by Friday, May 26, 2023 at 9:00 a.m. to:

Hiring Committee – Health Program Information Analyst

Unison Health and Community Services

hirings@unisonhcs.org

**Please cite UN\_2023\_021 in the subject line of the email.**

**Please be advised that our organization requires all staff, students, and volunteers to have their vaccinations up to date. Proof of vaccination can be obtained from the Ministry site.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.