



**Canadian Mental
Health Association**
Niagara
Mental health for all

JOB POSTING #36

Position Title:	<u>Decision Support Specialist</u>	Vacancies:	<u>1</u>
Reports To:	<u>Finance and Information Systems Manager</u>	Posting Date:	<u>February 8 – February 14, 2018</u>
Status:	<u>Permanent Full-Time</u>	Start Date:	<u>Immediate</u>
Hours:	<u>35 hours per week</u>	Salary Range:	<u>\$22.43 - \$29.91 per hour</u>

About CMHA Niagara

CMHA, Niagara is a non-profit, charitable organization committed to promoting mental wellness and to improving the lives of people in its service area who have mental illness as well as their families. CMHA Niagara achieves its mission through a number of programs and services.

CMHA, Niagara is committed to a recovery philosophy which focuses on the potential for people with mental illness to lead full, productive and engaged lives in their communities. The Branch works in partnership with many others who share in the commitment to supporting the broad determinants of health.

Position Summary

Working with the Board of Directors, Leadership team, staff, and Client and Family Advisors, the Decision Support Specialist is responsible to ensure high quality decision support data is produced, researched and analyzed to aid in meeting agency reporting requirements, support data driven decision making, and inform quality improvement initiatives.

Essential Job Functions

- Extracts, analyzes, validates, interprets, and presents data to relevant stakeholders.
- Analyzes and develops agency workflow standards and monitors statistical results against industry and funder benchmarks.
- Assists in and informs the development, implementation and reporting of health information management reports, audits and performance indicators.
- Identifies information data requirements and critiques relevant health information data quality issues.
- Analyzes agency data and business intelligence needs and forecasts future agency needs.
- Recommends improvements in health information systems and options for automation.
- Collaborates with other Information Systems staff to develop, maintain and operationalize agency Information Systems Strategic Plans.
- Assesses requests for data, selects data elements and identifies data sources.
- Develops and implements training and support to service providers in the consistent and effective utilization of the health information data management system.
- Participate in agency wide quality improvement initiatives.

- Maintain record keeping and documentation to Agency and Ministry standards.

Essential Job Requirements

- Successful completion of a university undergraduate degree program in the health Information Management or Administration field or accredited community college diploma in Health Information Management field (Epidemiology, Applied health, Statistics, Health Planning, Business Administration or relevant field).
- Minimum of three years of experience in the community program field (mental health and addictions preferred) with experience in data collection, database management and statistical analysis and reporting.
- Ability to express complex ideas clearly and effectively to a non-technical audience.
- Proficient in the analysis of the technical components of data requests.
- Familiarity with the development of basic database queries and programming using SQL.
- Ability to use related software (i.e. MS SQL Server, Excel, Crystal Reports).
- Strong written and verbal communication and organizational skills.
- Must have access to a reliable personal vehicle.
- Current valid class ‘G’ driver’s license.

CMHA Niagara is a culturally competent organization and is committed to building an inclusive community that respects the dignity and independence of candidates with multicultural and diverse backgrounds, multilingual abilities, and experience with the LGBTQ community. Candidates with this background would be considered an asset.

CMHA Niagara is committed to providing accommodation for persons with disabilities. Please see the related AODA policies on our website at, www.cmhaniagara.ca for further details or contact our Human Resources department for any information in an alternate format.

If you are interested in applying for this position, it is your responsibility to ensure your application is received by Human Resources no later than 4:00 p.m. on February 14, 2018.

Email: hr@cmhaniagara.ca

Vision

CMHA, Niagara is a catalyst for an innovative, inclusive and recovery-based community.

Mission

CMHA, Niagara furthers its vision by serving individuals holistically to develop and strengthen their place in the community:

HEALTHY INDIVIDUALS = STRONG COMMUNITIES

HEALTHY COMMUNITIES = STRONG INDIVIDUALS

Values

Service Respect Integrity Teamwork Competency