



HAMILTON URBAN CORE COMMUNITY HEALTH CENTRE
Strong Core, Healthier Lives

Prescribed Alternatives & Outreach Program Project Manager
10 Hours Weekly

Hamilton Urban Core is a thriving inner city health centre and a leader in the provision of high-quality primary health services and health promotion programs. Our comprehensive health services are delivered through a dynamic team of multidisciplinary, inter-professional health providers. As an inner-city health centre our client populations include individuals and families with chronic and complex health and social conditions, many of which are living in poverty.

Key Responsibilities:

- Work with management to identify information needs and to continually revise output to address those needs. Design queries and produce standards reports, such as in Hummingbird BI and Access
- Interpret data and assess data quality issues to support management decision-making.
- Support complete and accurate entry of data by developing and implementing systems, protocols and/or processes, and by training staff to use established procedures, including all required Evaluations System standards
- Conduct internal training assessments to identify staff training needs with regards to data management and coordinate implementation of the training plans. Train staff in design and use of provider templates and application of validation rules.
- Develop and implement processes data entry, extraction and transfer systems and protocols as required by the program.
- Develop and implement processes of client onboarding.
- Apply CHC evaluation framework including data model, data relationships and business rules. Apply concepts related to program logic models and indicator development to the analysis of data to measure program outcomes.
- Create processes to ensure high quality data is available for extraction as needed by developing and implementing systems or process to prevent, track, and correct errors.
- Lead the development of advisory committees to help support the direction of the program with participant feedback.
- Maximize efficient functioning and utilization of the data system through liaising with the Association of Ontario Health Centres (AOHC), Integrated Systems Support (ISS), software vendors and IT support resources as needed.
- Develop and support community and research partnerships.
- Maintain and develop professional competence.
- Work within an anti-racism, anti-oppression, culturally sensitive, language appropriate framework

Qualifications

- Two to three years' experience in a community health and/or social service environment
- Strong organizational skills
- Demonstrated knowledge and experience with evaluation and research methodologies.
- Demonstrated ability to create systems for effective and accurate data collection.
- Excellent written and oral communication skills
- Strong understanding of and commitment to harm reduction, trauma-informed, and anti-oppression practices
- Strong knowledge of issues affecting communities facing access barriers to health care
- Demonstrated knowledge of the social determinants of health, harm reduction approaches and working with diverse and marginalized communities, particularly individuals who are homeless, living with mental health issues, substance use and are immigrants and refugees and from LGBTQ community.
- Strong problem-solving and decision-making skills
- Demonstrated ability to work with multi-disciplinary teams.
- A current police record check

Salary Range: \$34.00 - \$36.00/Hr

Interested applicants should forward a covering letter and resume by no later than **Thursday April 25, 2024, to:**

Hiring Committee – P.A.O Project Manager
430 Cannon Street East, Hamilton Ontario L8L 2C8
Fax: 905-522-5374 Email: administration@hucchc.com

*Hamilton Urban Core is committed to equity in employment.
While we appreciate every application only those selected for an interview will be contact*

