



EMPLOYMENT POSTING – SOAHAC LONDON, ONTARIO

Information Technology & Data Management Coordinator

Experience: A minimum 3 years work experience

Compensation: Competitive salary and benefits package

The Organization: Southwest Ontario Aboriginal Health Access Centre (SOAHAC) is a multi-disciplinary health centre that offers both conventional health services as well as traditional Aboriginal healing practices to our Aboriginal clients. We are seeking the services of an experienced Information Technology & Data Management Coordinator.

The Role: The position of Information Technology & Data Management Coordinator is to maintain a highly confidential and secure computer and information systems infrastructure at our two locations in London and Chippewa.

Reporting to the Operations Manager, the Information Technology & Data Management Coordinator is responsible to:

- Plan, organize, control and evaluate the infrastructure of SOAHAC's computer network, including all software, hardware and security systems;
- Design, develop, implement, operate and administer computer and telecommunications software, networks and information systems, specific to SOAHAC's Clinical Management Systems (CMS);
- Troubleshoot Windows 7 XP;
- Ensure that technology is accessible by all staff and equipped with current hardware and software;
- Prepare information for external sources including the MOHLTC, AOHC, AHAC, and others regarding data management and reporting capabilities as directed by management;
- Take the lead on data management projects and transitions for staff;
- Establish and lead processes to develop standardized data entry within SOAHAC;
- Statistical and research methods advice, and data quality management;
- Maintain and design web site, business cards etc.

For this position we require:

- Minimum Post Secondary Degree or Diploma in Computer Science
- Certificate in Microsoft Certified Professional, MCITP (medical data base administration), Server Plus, Network Plus
- Be familiar with a network operating system, Windows Server 2008, in an administrative capacity
- A current Police Check
- Valid Driver's License and insurability
- EMR, Healthscreen and SQL experience would be an asset
- Knowledge of primary health care, clinical and social service practices is desirable
- Excellent organization and communication skills

- 2 -

If you are interested in applying for this position, please forward your cover letter and resume to:

Email: marchand@soahac.on.ca

Attention: **Shannon Marchand, C.P.S.**
Operations Manager
Southwest Ontario Aboriginal Health Access Centre
425 – 427 William Street,
London, Ontario.
N6B 3E1

Closing Date: Wednesday, September 21, 2011
4:00 p.m.