

**Internal / External
20-32**

Position:	DATA MANAGEMENT ASSISTANT		Number of Positions:	5
Classification:	CASUAL	NON-UNION	FTE:	1.0 = 35 HOURS PER WEEK
Department:	CLINICAL SERVICE		Program:	INFECTIOUS DISEASES
Location:	BARRIE		Anticipated Date of Hire:	JUNE 8, 2020
Salary Range:	\$27.58 – \$30.91 HOURLY		Position Duration:	JUNE 25, 2021, WHICH MAY BE SUBJECT TO AN EXTENSION IF REQUIRED
			Posting Date:	MAY 21, 2020
Criminal Record Check:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		Vulnerable Sector Screening:	Required <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Purpose of Position:

The Data Management Assistant in the Infectious Diseases Program as part of the COVID-19 Response is an integral team member providing infectious disease support during COVID-19.

To enter data and manage databases which are critical for specified Department and Program Areas. This includes inputting, verifying and updating data; maintaining databases; generating and distributing reports and information; troubleshooting database and associated equipment issues; and ensuring quality and accuracy of data entry. This involves data which is vital to program functioning and provincial government requirements. May be required to cover for other administrative positions.

See the Data Management Assistant position description for further details of the Data Management Assistant role.

Responsibilities:

Provide data entry services and maintain provincial government local data bases;

Troubleshoot and/or arrange for repairs as required, to databases, programs or associated equipment;

Receive, provide and distribute information to staff & management;

May be required to cover for clerical/secretarial position responsibilities;

Contribute to team and agency effectiveness.

Specific knowledge, skills, abilities:

- Basic skills in Microsoft Word and Outlook;
- Intermediate computer skills in Microsoft Excel;
- Advanced keyboarding skills including speed and accuracy in data entry;

- Intermediate record/data management skills including filing management skills (electronic and paper);
- Advanced attention to detail, including ability to input & maintain accurate and complete data;
- Basic ability to organize and prioritize work and meet deadlines;
- Basic oral and interpersonal communication skills;
- Basic written communication skills including the ability to communicate ideas effectively via email;
- Basic proofreading skills;
- Able to work independently within established parameters and to function effectively as a member of a team.
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Education:

Secondary School Diploma

Related Experience:

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

Deadline: 4:00 pm, WEDNESDAY, MAY 27, 2020

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.

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-32** in the subject line

For internal SMDHU applicants interested in applying for this position, please forward your completed application to Human Resources at hr@smdhu.org referencing posting #**20-32** in the subject line. Your formal application consists of submitting both an up to date résumé and a separate cover letter outlining how you meet the requirements and qualifications of this position. Please ensure you indicate in your application that you have the requirements and qualifications listed for this position otherwise it will be deemed you do not have them.

For External Applicants Only:

If interested in applying for this position, forward résumé with cover letter to Human Resources at hr@smdhu.org referencing posting # **20-32** in the subject line.

Due to the large volume of applications we receive, and to ensure your application is given due consideration, we kindly request all applications for this position include both an up-to-date resume, and a detailed cover letter including specific examples of how you meet the required qualifications and skills for this position. The cover letter is to clearly identify:

- a. How your education meets the educational requirements listed.
- b. How your experience meets the experience requirements listed.
- c. How your experience meets each of the required knowledge, skills and abilities listed.
- d. How your education and/or experience meet each of the listed assets, which are considered preferences.

Applicants who fail to satisfactorily provide the 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.

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.