



## JOB POSTING

### DATA MANAGEMENT COORDINATOR - WHW PERMANENT FULL-TIME POSITION DEPARTMENT OF HEALTH

**Salary Level: SP08 Step 2-3; \$45,794.86 - \$47,626.65**

#### POSITION SUMMARY:

The primary objective of the Data Management Coordinator (DMC) position is to provide data management support for Management and Staff of the Department of Health within Mohawk Council of Akwesasne. The DMC's role involves determining management's information needs, automating databases and related systems, automating processes for data collection and reporting testing, validating and interpreting data outputs and provides reports managers and funding agencies.

#### QUALIFICATIONS:

- Undergraduate degree in Social/Health Sciences or relevant discipline and/or equivalent experience
- 1-2 years' experience in a similar,
- Experience using electronic health records systems; independently evaluating and defining system/center needs and recommending and implement new solutions; compiling and analyzing data and drawing conclusions.
- Experience delivering training courses and making presentations to individuals and groups using adult education methods and developing plans to address needs at a range of skills levels.
- Experience working in a community health center, health care or non-profit sector is an asset.

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three (3) references submitted on a Consent to Release Reference Check Form (contact Human Resources) along with a copy of a valid driver's license **no later than 4:00 p.m., Thursday, June 1, 2017 to;**

Steve Lazore, HR Staffing Officer  
Administration Building # 1  
Akwesasne, Quebec  
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- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- A criminal records check is mandatory.
- An eligibility list will be created for one (1) year.
- **Only those selected for further screening or an interview will be contacted**