

Job Posting

Job Title :	Data Analysis Coordinator	Status:	Full-time, (1 Year) Contract
Department:	Housing Services	Union:	Included (CUPE Local 2497)
Salary:	Level 3 Start rate: \$26.03/hr. Job rate: \$26.92/hr.	File No.:	#21-HS-25
Posting Date:	August 25 th , 2021	Posting Close:	September 22, 2021

Dixon Hall Neighbourhood Services is a multi-service agency located in the heart of east downtown Toronto. **Since 1929**, we have been touching the lives of thousands of our Community's most vulnerable residents by providing a range of programs and services across every stage of life.

Reporting to the Director of Housing Services, the Data Analysis Coordinator will collect and input internal statistics; evaluate monthly and cumulative trends around demographic attributes, Shelter Hotel Flow Data, housing history and incidents.

RESPONSIBILITIES:

- Assist with the development and maintenance of a database tools for the Housing Services Department
- Interpret data from the Shelter Management Information System (SMIS) on a daily basis.
- Collect and input embedded service provider statistics ex. data from ICHA, MDOT, TPH.
- Receive reports from site supervisors and overnight staff to combine into daily staffing report and send to the City in a timely manner.
- Identify and define demographic groups for analysis; inform program managers of shift in demographics and trends as they become apparent.
- Manage preparation of reports and analyses for a variety of audiences, including the Director of Housing and department staff and City Funders.
- Maintain collaborative relationships with funders and partner organizations.
- Design and develop effective tools for data collection designed to inform future program and service development.
- Maintain appropriate documentation for statistics and files.
- Work collaboratively with the Dixon Hall Seniors' Services department staff, Dixon Hall's Housing Team, and other Dixon Hall staff and departments.

QUALIFICATIONS:

- Relevant post-secondary degree or certificate or equivalent work experience in the field of data collection and analysis.
- Two years related experience in health policy analysis/development.
- Knowledge of standardized research methodologies, statistical analysis/interpretation, preparing detailed analyses, design & development of ad hoc reports and working with performance indicators/scorecards.
- Demonstrated knowledge of contemporary social research and evaluation methods, including experience interpreting and reporting statistical, demographic and socio-economic data, and writing detailed reports and proposals.
- Strong aural and written English language communication skills; fluency in additional languages, relevant to the communities of service, will be considered an asset.
- Demonstrated ability to work independently and collaboratively as part of a team.
- Proficiency in MS Office software applications, such as word processing, spreadsheet, database and presentation software applications, as well as Internet research abilities.
- Quantitative and qualitative research analysis skills and experience.
- Highly organized with the ability to multi-task with strong attention to detail within a fast paced environment with changing priorities.
- Outstanding communicator both individually and in group settings.
- Team Player with highly developed interpersonal skills to work effectively with colleagues across teams.
- Knowledge of data security, confidentiality and compliance, privacy practices and laws.
- Superior organizational, analytical, problem solving abilities. Ability to manage multiple projects and deadlines, prioritize, take initiative.
- Able to provide a “Clear” or satisfactory Vulnerable Sector Police Check as determined by the operational requirements of the program.
- **MUST** be qualified to work in Canada legally for the Employer.

To apply, please email your resume and cover letter as a single Word or PDF document to hr@dixonhall.org by September 8th, 2021 at **4:30 p.m.** quoting **File #21-HS-25** in the email “Subject” line.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.