

# Data Analysis and Evaluation Consultant

**LOCATION: Lumenus Offices, Toronto (Temporarily Remote)**

**POSITION TYPE: Full-time Contract (37.5 hours/week)**

**September 2020 to March 2021 (with possibility of extension)**

**POSTING CLOSING DATE: August 14, 2020**



In April 2020 Adventure Place, The Etobicoke Children's Centre, Griffin Centre and Skylark Children Youth & Families amalgamated to form Lumenus Community Services. The vision of Lumenus is to provide excellent, accessible and integrated mental health, developmental and community services where every client has the opportunity **to be seen, be heard and to be well.**

The Data Analysis and Evaluation Consultant will support departmental activities including data management and analysis, outcomes development and tracking, databases maintenance, and various program support activities. They will work closely with the Department's Manager, Director and Senior Director to provide guidance to Lumenus in employing evidence-based decision making and data-based strategic management. The Data Analysis and Evaluation Consultant will report to the Director, Quality and Organizational Performance.

**Lumenus Community Services is a dynamic and growing agency. We offer a competitive salary, attractive benefits package, and ongoing training and career development opportunities!**

## **KEY RESPONSIBILITIES:**

- Designs, develops and maintains data reporting systems to provide appropriate information that help in strategic planning and decision making.
- Ensures high quality data is available for extraction as needed by developing and implementing systems to identify, track, correct and prevent errors.
- Works with program areas to identify potential opportunities to facilitate organizational improvement and success.
- Works with staff to interpret data and data quality issues.
- Ensures implementation of system changes and enhancements, support user needs, including training, and are compliant with system-wide processes and data standards.
- Provides direct support to program managers to plan, develop and implement a range of activities that will allow for program evaluation and improvement of services.
- Develops, in collaboration with program managers, and presents assessment, accountability and outcome data to staff and assists them in understanding and using the data for program improvement.
- Coordinates Quality Improvement data collection, analysis, and reporting.
- Conducts and supports teams in quality improvement activities that include data collection, summary and evaluation protocols.
- Assists with support and operation of client data systems as needed.



- Supports complete and accurate data entry by developing and implementing systems and protocols and by training staff to use established procedures.
- Provides data support and develops annual quality improvement plan and reports with the help of the committee.
- Assists with agency preparation for re-accreditations.
- Provides reports on agency services, demographics and outcomes and prepares presentations for different levels of stakeholders.
- Complies with agency policies and procedures, paying particular attention to ensuring that client and staff confidentiality is strictly enforced.
- Adheres to the organizational health and safety policies and practices along with the Ontario Occupational Health and Safety Act. This includes but is not limited to ensuring safe workplace practices, protecting the health and safety of themselves and others and maintaining cleanliness in the workplace.
- Performs other duties as assigned.

#### **QUALIFICATIONS/EXPERIENCE:**

- Master's Degree education focused on research and evaluation or related field or a combination of education and five or more years related experience; preferably in a health care setting
- Familiarity with a variety of client related databases and understanding of how to implement processes to ensure data integrity
- Knowledge of information management systems and research activities (principles and processes) – knowledge of basic statistical analysis (as evidenced through previous course work or practical experience)
- Experience with providing data analysis and outcome information for use in program planning
- Advanced level EXCEL or SPSS/SAS, and other Microsoft applications

#### **SKILLS/KNOWLEDGE:**

- Demonstrated understanding of Ministry/government service expectations, service targets and impact on program planning and operations
- Competent knowledge in applicable government legislation and initiatives that impact the operations of the service
- Proven track record in developing and sustaining community partnerships
- Facility in contributing to memorandums of understanding among large complex
- Quantitative and qualitative research methods skills/knowledge
- Knowledge of BI Reporting Tools
- Exceptional organizational skills, time management skills and attention to details
- Demonstrated high level of critical thinking, analysis, training and problem-solving skills
- Ability to organize and prioritize in a fast-paced environment with tight deadlines
- Skilled at adapting to an evolving work environment
- Patience, ability to tolerate ambiguity
- Self-directed and highly motivated with an ability to work independently
- Collaborates well with others, promotes cooperation and teamwork
- Works in a manner that respects and values the diversity of communities and individuals



**ADDITIONAL REQUIREMENTS:**

- Satisfactory clearance under the Police Reference Check program.

**TO APPLY: Interested applicants are invited to submit both their cover letter and resume in only PDF or Microsoft word format to Sahba Eftekhary at [resume@lumenus.ca](mailto:resume@lumenus.ca) on or before August 14, 2020.**

**Please quote: Data Analysis and Evaluation Consultant** in the subject line. Please refrain from pasting the cover letter to the body of the email.

Lumenus Community Services is committed to diversity, equity and inclusion. We value a recruitment and selection process that is inclusive and barrier-free and we encourage applications from **all** individuals including, but not limited to, all cultures, religions, racialized communities, abilities, sexual orientations, and gender identities and expressions.

We ask applicants to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.

