



EMPLOYMENT OPPORTUNITY

Public Health Data Analyst, Onkwata'karitáhtshera

Onkwata'karitáhtshera is seeking an experienced individual to assess and prioritize data analysis requests.

Under the supervision of the Manager of Onkwata'karitáhtshera Secretariat, the Public Health Data Analyst supports the mandate of the developing Public Health Unit in health surveillance and evaluation. The Public Health Officer for Onkwata'karitáhtshera will guide the Data Analyst on content and methodology in these domains. The Data Analyst will support the Onkwata'karitáhtshera in areas of Public Health activities. They will work with collaborators in monitoring the status of overall population wellness and providing data outputs to assist in evaluating the outcomes of specific programs. This is done by supporting various aspects of health and wellness data collection and management, analyzing datasets, by producing tables, graphs, indicators and reports, and by communicating these outputs with stakeholders. This work also informs community members and service agencies on status of health/wellness and certain aspects of operations of their services.

Required Education & Experience

- Master's Degree in Epidemiology, Biostatistics, or Public Health (with emphasis on data analysis) and one (1) to three (3) years of experience. Or
- Bachelor's Degree in Health field, Statistics, or Social Science or equivalent with coursework in Epidemiology, with three (3) to five (5) years experience in an area of health or social service data use.
- Candidates with a Bachelor's Degree in a health or social service background, or equivalent, and with willingness to undertake further education to advance their skill sets in health data analysis will be considered
- Knowledge relevant to health care and social issues, service provision, epidemiology or public health.
- Technical proficiency in the use of Excel to analyze data and generate graphic representations of aggregate health information.
- Knowledge of commonly used methods to measure the health and well-being of communities.
- Ability to be flexible to the timelines and availability of collaborators.
- A valid driver's license and access to a vehicle is a requirement.

Status: Indefinite term contract, with a six (6) month probationary period.

Salary: Starting at \$32.70/hour.

Schedule: 35 hours/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, February 21st, 2025, at 4:00p.m.

GENERAL INFORMATION	
Code: Job Title: Department: Date of Job Description: Date of Revision: Job Reports To:	Public Health Data Analyst, Onkwata'karitáhtshera Community Based Programs June 2024 Manager of Onkwata'karitáhtshera Secretariat

JOB DESCRIPTION SUMMARY
<p>Under the supervision of the Manager of Onkwata'karitáhtshera Secretariat, the Public Health Data Analyst supports the mandate of the developing Public Health Unit in health surveillance and evaluation. The Public Health Officer for Onkwata'karitáhtshera will guide the Data Analyst on content and methodology in these domains. The Data Analyst will support the Onkwata'karitáhtshera in areas of Public Health activities. They will work with collaborators in monitoring the status of overall population wellness and providing data outputs to assist in evaluating the outcomes of specific programs. This is done by supporting various aspects of health and wellness data collection and management, analyzing datasets, by producing tables, graphs, indicators and reports, and by communicating these outputs with stakeholders. This work also informs community members and service agencies on status of health/wellness and certain aspects of operations of their services.</p> <p>The Public Health Data Analyst must follow appropriate data security practices and confidentiality practices. They typically work with deanonymized data. In maintaining and evaluating dataset quality, they may at times be aware of issues of a highly sensitive nature related to clients. They assess and prioritize data analysis requests, determine approach, compile, and analyze data, and prepare reports/recommendations. They contact personnel within pertinent community agencies at all organizational levels to gather information, understand data requests and prepare specific deliverables.</p> <p>Decisions are based on significant analysis and interpretation within policy. Modifies methods, techniques and procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate and sound.</p>

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
Produce health & wellness surveillance indicators and reports	<ul style="list-style-type: none"> ➤ Receives specific health and wellbeing data analysis requests from Onkwata'karitáhtshera, community organizations and individuals, clarifies the nature of the request, addresses and prioritizes these as guided by the Public Health Officer and the Data Mining subcommittee. ➤ Responsible regularly updating the community health portraits stewarded by Onkwata'karitáhtshera. ➤ Specific indicators or analyses may be requested <i>ad hoc</i> to aid a stakeholder organization in understanding a specific concern, issue, or to evaluate the function of a program. ➤ Evaluates and maintains health and wellness dataset quality, processes raw data information. ➤ Maintains an inventory of, and familiarity with, the various datasets related to health and wellbeing in the community (e.g. surveys done by community entities, operational organization datasets), accesses these as appropriate and according to policies in place. ➤ Maintains familiarity with standard approaches to measurement and representation of health and wellness indicators used in other jurisdictions (e.g. major national health and wellbeing surveys, provincial administrative health databases and reports). ➤ Analyzes datasets using appropriate software and methodology and presents indicators and trends in desired formats (tables, graphs, text, reports, PowerPoint, etc.). ➤ Maintains an understanding of population health, community services and applies this context to data analysis tasks (e.g. identifying the appropriate time period in which a particular service started or stopped, choosing appropriate age categories for analysis). ➤ Maintains familiarity with chronic diseases, mental health, infections and other dimensions of wellbeing and applies this knowledge to data collection and analysis (e.g. identifying appropriate threshold measures). Seeks more detailed information from experts as needed for completion of tasks. ➤ Seeks methodology and content guidance from the Public Health Officer ➤ Validates data interpretations and deliverables with the Public Health Officer and with the Data Mining Subcommittee of Onkwata'karitáhtshera.

Supports data gathering and analysis needs as part of a timely response to infectious disease outbreaks and environmental health risk assessments	<ul style="list-style-type: none"> ➤ Designs line-lists and other data collection tools specific to the event and in keeping with the needs of Environmental Health Services or Infectious Disease staff who are responding to an event. ➤ Produces analyses, graphs or other deliverables pertinent to event data to help intervention teams understand and respond to the situation. ➤ Seeks methodology and content guidance from the Public Health Officer.
Coordinates preparation and implementation of the Regional Health Survey in community	<ul style="list-style-type: none"> ➤ Organizes and implements a work plan of all required activities and tasks associated with the survey coordination, launch, and data tracking tool. This major survey is cyclical, occurring approximately every 5 years. ➤ Facilitates and consults with external support services such as First Nations of Quebec and Labrador Health and Social Services Commission (FNQLHSSC) and the First Nations Information Governance Centre (FNIGC) throughout the data collection, analysis, and development of the final report. ➤ Undertakes preparatory training. ➤ Supports, recruits and oversees community surveyors, including training, IT challenges, and processing of surveyor's payment requests. ➤ Organizes promotional activities for the survey.
Supports Public Health data capacity building in community	<ul style="list-style-type: none"> ➤ Receives and clarifies nature of <i>ad hoc</i> requests for support, prioritizes it as appropriate with guidance from manager and Public Health Officer. ➤ Supports the gathering and analyzing of appropriate key performance indicator measures for programs funded via the CHPI. ➤ Creates or organizes trainings/workshops for community staff and community members pertinent to data collection and data use, at a level appropriate to the audience. ➤ Collaborates to conduct data quality audits and staff refreshers as needed (internal and external among community partner organizations). ➤ Supports partner organizations (KMHC, KSCS, KFB) to better collect, organize and analyze existing datasets to answer operational needs (e.g. forms, surveys, structuring datafiles, excel templates, coding, graphing of operational data service utilization, access to care, etc.). ➤ Attends meetings, workshops, conferences or sits on committees as is relevant. ➤ Supports KSCS, KMHC and KFB Management teams in the creation of protocols and policies relating to health and wellness surveillance. ➤ Continually improves personal skill sets through engagement with ongoing training opportunities, collaboration with experts external to the Public Health Unit, particularly data analysts and epidemiologists at the regional, province, federal partner entities and FNQLHSSC. ➤ May be required to supervise, train and monitor performance of students or other members of the team.
Perform any other job-related duties as may be required by the immediate supervisor.	

COMMUNICATIONS	
Teamwork:	➤ Frequently requires collaboration and cooperation with team members to get work or projects completed.
Advising:	➤ Frequently provides information that must be understood and explained.
Training:	➤ Occasionally required to train stakeholders or clients.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, occasional flex.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines (unplanned).

ACCOUNTABILITY	
<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with the KSCS Mission Statement and Personnel Policy Manual. ➤ To provide courteous, timely and efficient support. ➤ To ensure the successful execution of delegated projects. ➤ To keep up to date on computer technologies and data analysis techniques. ➤ To maintain confidentiality 	

QUALIFICATIONS	
Education and Experience	<ul style="list-style-type: none"> ➤ Master's Degree in Epidemiology, Biostatistics, or Public Health (with emphasis on data analysis) and one (1) to three (3) years of experience. ➤ Candidates with a Bachelor's Degree in Health field, Statistics, or Social Science or equivalent with coursework in Epidemiology, with three (3) to five (5) years experience in an area of health or social service data use.

	<ul style="list-style-type: none"> ➤ Candidates with a Bachelor’s Degree in a health or social service background, or equivalent, and with willingness to undertake further education to advance their skill sets in health data analysis will be considered.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Knowledge relevant to health care and social issues, service provision, epidemiology or public health. ➤ Proficiency in Word, PowerPoint, Outlook, Teams and other aspects of Microsoft Office Suite. ➤ Technical proficiency in the use of Excel to analyze data and generate graphic representations of aggregate health information. ➤ Technical proficiency in use of at least one of: STATA, R/R Studio, SAS, SPSS, to analyze data and generate graphic representations of aggregate health information. Proficiency in STATA and R/R Studio are preferred over other software. ➤ Aptitude and willingness to learn new computer software as per need. ➤ Excellent quantitative analytical skills, particularly in application to survey and service operations data. ➤ Some qualitative analytical skills. ➤ Knowledge of commonly used methods to measure the health and well-being of communities (e.g. administrative health databases such as <i>Système intégré de surveillance des maladies chroniques du Québec [SISMACQ]</i>, major surveys such as the Canadian Community Health Survey [CCHS]). ➤ Knowledge of the health and social context related to Kahnawà:ke, and of First Nations communities. ➤ Ability to apply OCAP® principles. ➤ General knowledge of the health and social services landscape in Quebec. ➤ Strong skills in graphic visualization of data, creation of infographics or dashboards. ➤ Ability to translate complex health information into formats usable by audiences of different backgrounds. ➤ Practical, attentive to detail, analytical and organized, applies critical thinking. ➤ Proactive, resourceful, flexible, with organizational awareness and decision-making skills. ➤ Interpersonal and teamwork skills: <ul style="list-style-type: none"> • Excellent communication skills (both written and spoken); including active listening. • Knowledge and ability to adapt to varying methods of working, effective in basic conflict resolution abilities. • Ability to be flexible to the timelines and availability of collaborators. ➤ Ability to manage multiple projects/assignments effectively, prioritizes tasks appropriately.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of Kanien’keha language. ➤ Language skills in French are an asset. ➤ Familiarity with chronic diseases, mental wellness, population demographics, outbreak and/or emergency response and/or toxicology are assets.

Immediate Supervisor

Incumbent

Date