



Peel Senior Link, a non-profit charitable organization established in 1991, provides supports for daily living to seniors, to clients across 11 designated senior's buildings and neighbourhoods, in the Region of Peel. Peel Senior Link maximizes independent living--helping seniors live with dignity, stability and safety. Peel Senior Link is funded by the Ministry of Health and Long-Term Care through Ontario Health (Central), grants, and personal and corporate donations.

We are currently seeking a **Temporary Full-Time Information Management and Business Development Officer**. Reporting to the COO, the Information Management and Business Development Officer champions PSL's commitment to quality and valued service with the goal of collecting and managing data to support best practice decision-making for ongoing quality improvement initiatives across the organization. This position provides decision support operational leadership and innovation that is aligned with the strategic direction of the organization, including business development to further operational, clinical, and service excellence. The incumbent represents PSL on various committees, panels and taskforces to improve PSL's quality efforts, thereby enhancing client experience.

What you'll do:

Information Management

- Conduct internal and external reports and analysis including, but not limited to: Health Equity, client care metrics, monthly graph trends of medical errors/client injuries; create summary reports and key data points to share with stakeholders.
- Liaise with various departments by providing key statistics for internal reporting.
- Apply continuous improvement approach to make efficient data collection, tracking, storing, and reporting methodologies utilizing automation where possible. Provide recommendations to departments in this regard.
- Manage information management strategy for the organization.
- Assesses the organization's activities and provides input into the preparation of the risk management plan. This includes the development of dashboards, databases, reports, surveys and Accreditation Canada.
- Manage and mitigate risks to the organization by reviewing safety incident reports. Consult the Chief Executive Officer and Chief Operating Officer where necessary.
- Evaluate and where necessary improve data access, use, integrity, and comparability.
- Identify data quality issues and recommend corrective and preventative action.
- Support development and review of policies and procedures related to utilizing information.
- Support proposal submissions.
- Develop benchmarks (where applicable) to indicators, ensuring clear definition, parameters, and technical specs (ie. Formulas) to ensure data is appropriately collected and mutually understood.
- Establish evaluation indicators for sub-programs/initiatives.
- Represent organization on the following committees: Family Caregiver & Client Advisory Panel (FCCAP), Board's Quality and Community Engagement Committee, Quality Improvement initiative. Health Quality Ontario (HQO) and BE OHT Indicator Working Group.
- Recommend and facilitate QI research as required. Identify and recommend large scale QI initiatives.
- Facilitate QIP development and implementation plan

Business Development

- Participate in the setting, monitoring, and achievement of organizational goals and budgets, and the annual business plan in collaboration with Director Finance and HR & Privacy Officer.
- Explores & executes new business opportunities through on-going research and analysis of health/human sector activity. Drives business development and innovation activities through submissions of grant proposals and external stakeholder management. Implements new programs and monitors and evaluates to ensure success.
- Liaises with community partners and represents the agency on appropriate external committees. Creates and maintains positive relationships and partnerships with external stakeholders.
- Prepares and presents various reports and presentations for and attends Senior Management and Board meetings when required.
- Provides direct supervision to Community Development Coordinator as assigned.

What you'll need to be successful:

- Process, project, and detail orientation.
- Track record of professional judgment and superior analytical skills
- Reputation for a high degree of integrity and accuracy.
- Highly developed analytical skills with ability to conduct research and use independent judgement to problem solve.
- Continuous improvement approach by proposing new and/or better ways of doing things.
- Ability to lead and make effective, timely decisions while dealing with ambiguity, demonstrating resilience and adaptability in changing circumstances.
- Proven ability to take initiative and carry projects from conception to implementation.
- Excellent teamwork, interpersonal and constituent service skills including the ability to work respectfully and inclusively with a diverse employee population and multiple internal and external stakeholders.
- Proven organizational abilities and the ability to manage competing priorities and meet deadlines under pressure.
- Strong communication and presentation skills (both written and verbal).
- Understanding of the community services sector and/or non-profit sector considered an asset.

You have:

- Two or more years of prior work experience and expertise in business intelligence and data analytics, including proven ability to collect, analyze, interpret, and manipulate a range of business data.
- Bachelor's Degree, ideally in data management or similar field.
- Analytical and multi-tasking skills.
- Excellent communication, collaboration, and presentation skills.

Job Type: Temporary Full-time Salaried 19 months (Maternity Leave)

Salary: \$63,700.00 to \$73,600.00 per year

Benefits:

- Dental care
- Disability insurance
- Extended health care
- Life insurance
- On-site parking
- Professional fees reimbursement

Location:

50 Burnhamthorpe Road West, Suite 300
Mississauga, ON, L5B 3C2

We thank everyone for their expression of interest; however, only those candidates selected for an interview will be contacted.

Peel Senior Link is committed to developing an inclusive, barrier-free selection process and work environment. If you require accommodation at any stage of the recruitment and selection process, please contact Human Resources at (905) 712-4413 Ext 328.

Peel Senior Link has a mandatory vaccination policy for all employees in order to protect our clients, our staff, and the communities we work in. All job applicants will be required to declare their vaccination status during the recruitment process. As a condition of employment, all new hires must be fully vaccinated and provide proof of their vaccination. Peel Senior Link will comply with its Human Rights obligations and accommodate employees who are legally entitled to accommodation.

To learn more about Peel Senior Link please visit:

<https://peelseniorlink.com/about-us/>

To apply for this position please send your resume and a cover letter of interest to:

Nastassia Jasinski
Advisor, Human Resources
p. 905 712 4413 x 328
e. nastassia@peelseniorlink.com

Deadline to Apply: May 13, 2022