

Position Vacancy: Database Analyst

Under the direction of the Shelter Director, the Database Analyst analyzes data requirements within an organization, designs, tests, and implements data collection systems, builds reports to meet organizational needs and ensures staff are trained in data entry. The Database Analyst also ensures data collection systems are compliant with requirements articulated in PIPA, FOIP, and HIA.

KEY RESPONSIBILITIES:

- Data collection, entry, maintenance, and reporting in WIN House databases and file management systems
- Responsible for data accuracy, regular audits of data, and for reporting issues regarding data collection and validity to appropriate channels
- Assists the Shelter Director with the development and maintenance of procedures, forms, manuals, and records related to Outcome Tracker and Client Data
- Works with the executive leadership team to extract and manipulate data to generate useful business information
- Participates in ACWS Frontline Data Committee and Evaluation Committee of Practice
- Works with users to assess and enhance system performance
- Responsible for development and management of reports, and for providing recommendations on improvements to data management and use
- Provides training and ongoing support to staff; develops and maintains user training manuals
- Responsible for the collection, storage and scheduled destruction of client and donor files

QUALIFICATIONS:

- A minimum of two years of education in computer science, information science, or database management and two years of related experience in data collection, analysis, and database management are required, equivalencies may be considered
- Must embrace the mission and vision of WIN House
- Demonstrated excellence providing service to others, interpersonal skills, and written and oral communication skills
- Proven ability to manage multiple assignments and projects, to improve processes and procedures, and to meet established deadlines
- Ability to demonstrate skill as a self-starter, problem-solver, and team player
- Working knowledge of legislation related to records management and privacy

- Previous experience developing and documenting procedures, processes and/or policies.

Hours of work for this position are Monday through Thursday from 8:30am to 4:30pm and from 8:30am to 2:30pm on Fridays. This position is classified with a pay range of \$26.94 to \$34.58 hourly and falls under the Collective Agreement between WIN House and CUPE Local 3341. WIN House offers extended health benefits, an employee pension, and an exciting opportunity to make a difference in the lives of the clients we serve.

Applications can be directed to Denise Wladyka at HR@winhouse.org. The competition will remain open until a suitable candidate is found.

WIN House is committed to an equitable, diverse, and inclusive workforce. We welcome applications from all qualified persons. We encourage First Nations, Métis, and Inuit persons; members of visible minority groups; persons with disabilities; persons of any sexual orientation or gender identity and expression; and all those who may contribute to the further diversification of ideas and the organization to apply.