



JOB DESCRIPTION

PANDEMIC RESPONSE DATA COLLECTION OFFICER

Our Vision:

*The Native Canadian Centre of Toronto is dedicated
to helping all of our relations on their journey*

The Native Canadian Centre of Toronto (NCCT) is a non-profit, charitable organization located in the heart of downtown Toronto. The NCCT offers a wide range of Indigenous programs and services based on Indigenous cultural traditions and teachings.

I Job Title: Pandemic Response Data Collection Officer

II Employment Term, Salary & Work Hours:

Term: Short-Term Contract to March 31, 2022 (with possibility of renewal)

Hours: 35 hours per week

III Department: Operations

IV Direct Report: Operations Manager

V Position Summary: The Pandemic Response Data Collection Officer is responsible for leading the implementation of data collection, in close collaboration and in support of the Native Canadian Centre of Toronto (NCCT) Pandemic Team, NCCT Program Managers, Covid-19 funders and the Toronto Public Health.

VI Duties and Responsibilities:

- Ensure standardization of Covid-19 data collection from all employees and volunteers
- Lead the implementation of best practices for mobile/in person data collection, confidential and private health information and will ensure that data collection coordination is maintained with the Pandemic Response Team (PRT) and the Operations Manager
- Responsible for coordinating information management and for delivering client and employee surveys as per funder indicators.
- Work in close collaboration with the PRT and NCCT Managers, in order to align with the agreed analytical framework required by the funders (if applicable)
- Ensure quality of data collection processes and data management activities including entering, storing, and transferring confidential personal health data to key stakeholders
- Provide training of data management activities to support staff if applicable
- Develop a data collection plan that is adapted to funder reporting requirements and schedules (i.e. Monitor protocol related to virus prevention including, but not limited to, symptom monitoring, rapid testing, and contact tracing)
- Provide weekly Covid-19 reports on primary data collection, management and reporting to the Operations Manager (if applicable)
- Must adhere to OCAP® Principles (Ownership, Control, Access, and Possession)
- Other duties as required



VII QUALIFICATIONS:

- Relevant university degree / higher education or demonstrated equivalent related experience in confidential health data collection, reporting and surveys
- 3 to 5 years' experience in the use of database systems, and other information management tools, systems and procedures
- Experience in providing Information Management assessment indicators for monitoring and evaluation as per funder requirements
- Comprehensive understanding of personal health data data protection regulations and policies
- Strong knowledge of databases and the ability to report on complex data indicators
- Familiarity with current Public Health standards and guidelines for emergency pandemic response
- Knowledge on how to set up, configure, install and deploy a standard aggregate mobile/in person data collection application based on Covid-19 funder indicators
- Must be willing to undergo a vulnerable sector screening check

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The successful candidate is expected to contribute positively to the implementation of the NCCT's vision and mission, operate in a collaborative team setting and maintain high and professional productivity levels and quality of service.

This is a short-term, full time contract position. Salary is commensurate with qualifications and experience. Although preference will be given to Indigenous applicants (First Nations, Metis and Inuit), all qualified candidates are encouraged to apply.

We thank all applicants for their interest however only those candidates selected for interviews will be contacted. If this position interests you, please submit your resume and a cover letter to:

**Mandy Mack
Operations Department
mandy.mack@ncct.on.ca
POSITION OPEN UNTIL FILLED**

**SUBJECT LINE:
NCCT OPERATIONS DEPARTMENT:
PANDEMIC RESPONSE DATA COLLECTION OFFICER**

The Native Canadian Centre of Toronto is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at epohl@ncct.on.ca of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.