

Data Management/IT Coordinator Full-Time Permanent

Location: Cannington (Brock Township), Ontario

About the Organization

At Brock Community Health Centre (Brock CHC), community is at the heart of everything we do. We are committed to improving the health and well-being of the people we serve through compassionate, accessible, team-based care.

Located in beautiful North Durham, Brock CHC provides quality primary health care and wellness programs that support people across rural Brock Township and surrounding areas, helping to build a healthier, more connected community. Our team of healthcare professionals work collaboratively to address both medical needs and the social factors that influence health. By reducing barriers to care, we help ensure everyone can access the supports they need to live well.

Our new Brock CHC facility is welcoming and inclusive, offering opportunities for collaboration and growth. Allied health and social service organizations are also on site, further improving community access to essential supports. Our Beaverton satellite site ensures access across the municipality.

With new funding to expand our role as a health hub in North Durham, we are growing our team and enhancing services so individuals and families can access the care they need close to home in a supportive, inclusive setting.

About the Position

Brock CHC is seeking a Data Management/IT Coordinator (DMC) who shares our passion for community-focused health, and is motivated to make a lasting difference in a rural setting where their work will truly matter.

The DMC is responsible for managing, maintaining and evolving Brock CHC's collection and use of data. Through data analysis, the DMC supports and enables teams to leverage raw data from multiple databases (e.g., PS Suites) to drive actionable plans for continuous quality improvement. This role builds data literacy across our Brock CHC teams. The DMC is also responsible for maintaining the inventory of electronic hardware/software, troubleshooting IT issues on site and liaising/supporting the work of our IT Contractor. Duties also include ensuring digital security and data privacy.

Reporting:

This position reports to the Executive Director.

Responsibilities:

- Responsible for data collection, extraction, transfer, analysis and the management of the systems that support program functions
- Maintain electronic medical record (EMR) systems and application functionality, and address issues promptly

- Ensure client records are created, maintained, stored and transmitted in accordance with applicable legislation and policy
- Support the tracking of organizational performance indicators and prepare quality and performance reports for internal teams, senior leadership, the Board, funders, and external partners, including follow-up with program areas on data submission and progress toward targets
- Facilitate adequate training and ongoing support to staff for all digital tools including the electronic health record (PS Suites), BIRT, OceanMD and Sharepoint
- Participate in all quality assessment and continuous quality improvement activities
- Provide IT support to the Centre, helping ensure key components are functioning efficiently
- Liaise with external IT contractor to resolve and escalate, where appropriate, hardware, software or systems-related issues
- Draft and update relevant organizational policies as they relate to data management, privacy and security

Qualifications:

- Diploma or degree in Information Technology, Computer Science, Health Informatics, Data Management, or a related field
- Minimum 2 years of experience in IT support, data management, or systems coordination
- Alignment with the Centre's values – equity, confidentiality, compassion, collaboration, responsiveness, education and respect
- Experience with databases, reporting tools, spreadsheets, and data analysis
- Experience with electronic medical records in a health information environment
- Strong knowledge of Microsoft 365, cloud-based applications, and general network support
- Experience in trouble-shooting IT hardware, software and network issues
- Understanding of privacy legislation and cybersecurity practices
- Demonstrated knowledge of CHC reporting requirements (e.g., OHRS, etc.)
- Relevant experience in a community health centre, healthcare or non-profit sector an asset

Compensation: \$61,785 to \$80,263 per annum (35 hours per week) plus excellent benefits including HOOPP.

How to Apply:

Please submit your resume in confidence to acanavan@brockchc.ca before the deadline of September 4, 2026 at 4:30 p.m.

This position is an existing vacancy. Artificial Intelligence is not used for screening or assessment of candidates.

Brock CHC is committed to meeting its obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in our recruitment process, please contact Human Resources. Accommodation may be provided in all steps of the recruitment process.