



## PROGRAMME COORDINATOR, ONTARIO COMMUNITY HIV/AIDS REPORTING TOOL (OCHART)

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### ORGANIZATION OVERVIEW

The Ontario HIV Treatment Network (OHTN), established in 1998, is an innovative, not-for-profit organization that supports and conducts high quality research to help end the HIV epidemic, and shares the best available evidence with all those who can put that knowledge into action.

The OHTN conducts and funds HIV research and provides education, capacity building, evaluation services, data collection and monitoring for HIV services in Ontario. It is a collaborative network of: people with HIV, community-based agencies, health care providers, government policy makers, educators, and researchers. With over 50 staff, the OHTN is an active, committed partner in Ontario's HIV/AIDS strategy.

The OHTN is guided by the following principles:

- Partnership, collaboration and respect
- Relevance and timeliness
- Greater involvement of people with HIV
- Social justice/equity
- Diversity
- Integrity and accountability
- Excellence and innovation
- Impact

### THE ROLE

The position is responsible for planning, coordinating and implementing of all activities and projects related to the Ontario Community HIV/AIDS Reporting Tool (OCHART), the system that organizations funded by the AIDS Bureau of the Ontario Ministry of Health and Long-Term Care use to report on their activities and on client needs. Reporting to the Manager of the Evidence-based Practice Unit (EBPU), the position works collaboratively with community agencies, OHTN research analysts, OHTN web designers and writers, the IT team and the AIDS Bureau. The OCHART coordinator creates and sustains a supportive and collaborative environment assisting agencies in submitting their data and assisting agencies and the AIDS Bureau in analyzing that data and using it to guide programs and services.

This high-profile and key role has wide-ranging coordination and hands-on responsibilities, including: working closely with the AIDS Bureau to continually develop the OCHART tool to meet the sector's reporting needs; maintaining the OCHART online platform; facilitating the bi-annual OCHART reporting process; providing agencies and programs with both initial and ongoing training to use OCHART; working with other EBPU staff to review and validate the data; developing reports from the data; responding to questions and queries; overseeing the preparation of an annual system-wide report (The View from the Front Lines); and planning and organizing an annual meeting with OCHART users to discuss the data and its implications for their programs and services.

The OCHART coordinator is expected to work with agencies in a collegial and supportive way to continually improve the quality of the data, and to enhance knowledge and understanding of Ontario's response to HIV and its impact.

#### FEATURES

- A broad, highly visible and challenging role that includes province-wide planning as well as hands-on technical, analytical and communication activities to support well-established, committed and dedicated HIV service providers
- A welcoming, open and accessible environment, which encourages initiative, cross-functional team work, knowledge-sharing and collaborative problem-solving to drive excellence
- A well-established and reputable team that values collaborative approach and out of the box thinking, encourages initiative promotes innovation
- Opportunity to learn and work with new and advanced data management software applications
- Opportunities for professional growth in an organization committed to advancing a significant health agenda with real-life impact

#### CANDIDATE PROFILE

- Advanced communication and relationship management skills
- Demonstrated experience with understanding and processing large and complex data sets
- Demonstrated track record of writing complex reports and translating data into information and knowledge
- Demonstrated experience working with advanced features of Excel, including building queries and pivoting data
- 2 years of experience working in health informatics or health data management position preferred.
- Experience working with online survey software such as Fluid Surveys preferred. Experience with Illume Next and Tableau is a strong asset.
- Experience in customer service and online user training preferred
- Experience in developing training materials and online training modules is an asset
- Cooperativeness, positive attitude and team orientation
- Highly detail-oriented, excellent analytic skills, logical mindset and strong numeric aptitude
- Openness to change and experience with supporting process and practice change
- Responsiveness and flexibility
- Understanding of the HIV epidemic in Ontario

To apply, please send your resume and a cover letter explaining why you are interested in this position by May 27, 2016 via email to [careers@ohrn.on.ca](mailto:careers@ohrn.on.ca) quoting "OCHART Coordinator" in the subject line. We will contact you within two weeks after the application deadline if you have been selected to move forward in the process.

Salary range \$50,000 - \$75,000

The Ontario HIV Treatment Network is committed to employment equity and encourages applications from persons living with HIV/AIDS and persons with culturally diverse backgrounds.