



**Canadian Mental  
Health Association**  
Niagara  
*Mental health for all*

## **JOB POSTING # 114**

<b>Position Title:</b>	<u>Data Integrity Assistant</u>	<b>Vacancies:</b>	<u>1</u>
<b>Workgroup:</b>	<u>Clinical Operations</u>	<b>Posting Date:</b>	<u>April 23 – April 30, 2024</u>
<b>Status:</b>	<u>Full-time Temporary</u>	<b>Start Date/ End Date:</b>	<u>May 6 – August 23, 2024</u>
<b>Hours:</b>	<u>35-hours per week; Monday to Friday 8:30 AM - 4:00 PM</u>	<b>Salary Range:</b>	<u>\$17.80 per hour</u>

### ***About CMHA Niagara***

*CMHA, Niagara is a non-profit, charitable organization committed to promoting mental wellness and to improving the lives of people in its service area who have mental illness as well as their families. CMHA Niagara achieves its mission through a number of programs and services.*

*CMHA, Niagara is committed to a recovery philosophy which focuses on the potential for people with mental illness to lead full, productive and engaged lives in their communities. The Branch works in partnership with many others who share in the commitment to supporting the broad determinants of health.*

### **Position Summary**

The Data Integrity Assistant will play a critical part in ensuring the accuracy, reliability, and consistency of our organization's data. The incumbent will have a strong background in data management, a keen eye for detail, and the ability to collaborate with cross-functional teams.

### **Essential Job Functions**

- Implement and maintain data validation processes to identify and rectify inconsistencies, errors, and inaccuracies in the data.
- Collaborate with data owners and stakeholders to ensure data quality standards are met.
- Conduct regular audits of databases and data sources to identify and address discrepancies.
- Develop and implement audit procedures to assess the integrity and completeness of data.
- Establish and enforce data quality standards and procedures across the organization.
- Work closely with data producers to implement best practices for data entry and maintenance.
- Create and maintain comprehensive documentation for data sources, processes, and standards.
- Collaborate with IT, data analysts, and other relevant teams to address data-related issues and implement improvements.
- Communicate findings, recommendations, and progress reports to stakeholders and management.
- Assist in the development and enforcement of data governance policies and procedures.
- Contribute to the establishment and maintenance of data quality metrics and key performance indicators.
- Other administrative tasks as required

## Essential Job Requirements

- Eligible for Canada Summer Jobs placement criteria: students must be between 15-30 years of age at the start of employment; be a Canadian citizen, a permanent resident, or a person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and be legally entitled to work in Canada.
- Currently enrolled in full-time post-secondary or undergraduate education with the intent to return to school on a full-time basis in the next academic year in the field of Data Management, Information Systems, Computer Science or Business Administration.
- Knowledge and experience in data integrity and administrative skills are considered an asset.
- Strong written and verbal communication and organizational skills.
- Verifiable computer and technological proficiency, including the use of Microsoft Office applications.
- Satisfactory Vulnerable Sector Screening (Police Check).
- Proof of COVID-19 vaccination or verification that you are unable to be vaccinated.
- Must have access to a reliable personal vehicle.
- Current valid driver's license.

CMHA Niagara is a culturally competent organization and is committed to building an inclusive community that respects the dignity and independence of candidates with multicultural and diverse backgrounds, multilingual abilities, and experience with the 2S&LGBTQQIA+ community. Candidates with this background would be considered an asset.

CMHA Niagara is committed to providing accommodation for persons with disabilities. Please see the related AODA policies on our website at [www.cmhaniagara.ca](http://www.cmhaniagara.ca) for further details or contact our Human Resources department for any information in an alternate format.

*If you are interested in applying for this position, it is your responsibility to ensure your application is received by Human Resources no later than 4:00 p.m. on April 30, 2024.*

Email: [hr@cmhaniagara.ca](mailto:hr@cmhaniagara.ca)

Please insert **#114 Data Integrity Assistant and your full name** into the subject line when emailing.

### ***Our Mission***

*Our purpose is to strengthen mental wellness in the Niagara community.*

### ***Our Vision***

*A Niagara where mental health is recognized, supported and optimized.*

### ***Our Values***

*Service      Respect      Integrity      Teamwork      Competency*