



**Changing the
trajectory of children's
mental health.**

JOB POSTING

Research and Evaluation Data Analyst

1 – Regular Full-Time Position

Annual Salary: \$48,627.18 – 56,372.23

Location: The George Hull Centre for Children and Families
Etobicoke, Ontario

The George Hull Centre is a leading Children's Mental Health Centre providing a full continuum of services to children from birth to 18 and their families in Etobicoke. Our Centre is currently looking for an experienced Research and Evaluation Data Analyst. The position is responsible for supporting research, service and project evaluation, data reporting and quality assurance activities. The successful candidate will be joining a team dedicated to fostering organizational excellence and support for the Centre's vital services to children and families.

Responsibilities include but are not limited to:

- Participating in the development of research and service evaluation projects, including evaluation plans, tools, data collection systems, databases and data monitoring systems.
- Monitoring the day-to-day aspects of research, the Centre's program data, program evaluation projects, and the integrity of the Centre's data through data checking and the generation of standardized reports (quarterly, monthly and as needed).
- Assisting with the development and monitoring of Logic Models for Centre programs.
- Maintaining, and ensuring the integrity of various research and service evaluation databases. Performing accurate data entry and data cleaning.
- Assisting in the production of various reports, documents and presentations (e.g., writing, fact checking, editing), relating to service data and program evaluation projects
- Preparing questionnaires, consent forms, letters, and other research and evaluation administrative activities as required.
- Code/score protocols, tests, questionnaires, and other instruments used for program evaluation or research purposes.
- Ensuring the accuracy of data entry and scoring by department volunteers and admin assistant.
- Monitoring program evaluation project timelines and completeness of tests, questionnaires and surveys.
- Assisting in data analysis and reporting for various research and program evaluation projects, including the creation of standardized evaluation summaries, dashboards and reports.
- Conducting reviews of literature as needed.
- Assisting with the development and monitoring of quality assurance projects and processes for the Centre.
- Assisting with the design and preparation of quality assurance reports, dashboards and presentations.

- Participating in the development and updates to data and process manuals for different centre programs.
- Providing training to staff on data systems and processes (e.g. TREAT, CAFAS, YellowSchedule).

Qualifications:

The position requires a university degree in the social sciences with research and data experience. The individual must have a strong knowledge of research and evaluation design and methodology and familiarity with both qualitative and quantitative data analysis. Must be proficient in conducting analysis using Excel and Power BI. Knowledge of statistical and survey software is essential (e.g. SPSS, RedCAP). Experience with non-profits and/or the Children's Mental Health sector are considered assets. Professional skills include the ability to be highly organized, exceptional attention to detail, excellent interpersonal, oral, and written communication skills.

The George Hull Centre strives to uphold the values of Diversity, equity, anti-racism and inclusion. The Centre is committed to fostering a diverse workplace that is representative of the communities it serves. The Centre encourages applications from all applicants, including but not limited to Indigenous, Black and racialized groups, persons with disabilities and the LGBTQIA+ community. Accommodation for applicants is available throughout the recruitment and selection process.

HOURS: 36.25 hours per week including flexible hours and some evening work.

BENEFITS:

- Weekly individual supervision, team consultation
- An excellent benefit plan and generous vacation entitlements

Additionally, we are proud to offer a Lifetime Retirement Pension.

For more information on our pension plan, please click on the link:

www.caatpension.ca/pensionsfortalent

Please submit resume and cover letter to:

HR Administrator

Email: humanresources@georgehull.on.ca

**Please include position applying for in subject line.*



We thank all those who apply, however, only those chosen for an interview will be contacted. Throughout the recruitment process, the Centre will make every effort to accommodate any needs of candidates under the Human Rights Code and the *Accessibility for Ontarians with Disabilities Act (AODA)* upon request.

POSTING DATE: November 11th, 2024

CLOSING DATE: November 25th, 2024