



## **JOB POSTING**

### **AMETHYST DATA MANAGEMENT COORDINATOR POSITION**

**Hours:** Part-time (17.5 hours/week, 0.5 FTE)

**Duration:** Contract position, fixed term ending May 2027 with possibility of extension (38.30\$ hourly, \$34,853 annually)

**Location:** Ottawa area

**Ideal start date:** May 25, 2026

**Applications:** Accepted by May 20, 2026 or until vacancy is filled

**Union:** PSAC-UNE Local (70400)

Amethyst Centre Ottawa is looking for a Data Management Coordinator to support the essential functioning and success of the organization and its ability to serve the community. The Data Management Coordinator is responsible for supporting the organization administratively by ensuring the efficient and timely turnaround of data entry based on clinical and program activities at Amethyst. The Data Management Coordinator liaises with other staff to ensure they have complete, accurate and up-to-date clinical and program data.

Amethyst is a modified feminist Collective and there is no hierarchical management structure. The Board of Directors is the employer and participates collaboratively with staff in management functions. There is a strong need to multi-task and work in an environment with competing priorities. As part of the modified collective, staff are expected to share responsibility and accountability in a consensus building work environment, and within this framework to strengthen the collective by seeking creative approaches to issues and conflicts as they arise, respecting diverse perspectives and lived experience.

#### **WHAT YOU'LL DO**

##### **Data Entry**

- Provides oversight of Amethyst's program-related data
- Ongoing entry of client-related activities occurring within the organization into the appropriate databases for core-funded activities, including but not limited to individual client services, group client services, and indirect client services with an appropriate turnaround time
- Compiles and verifies accuracy of clinical data to prepare for entry, and seeks clarity when incomplete data is submitted
- Generates individual clinical reports for Treatment team members
- Completes required database cleaning, organizing, and data-checking quarterly in a timely manner, as agreed upon with other administrative staff



- Reviews data for errors and corrects or flags in a timely manner
- Stays up-to-date with legislation pertaining to the collection and storage of Personal Health Information and abides by governing guidelines of best practices for safe protection of client information
- Stays up-to-date on relevant tools and systems for data entry
- Uses multiple systems for gathering data (e.g. Microsoft Excel, Outlook)

### **Coordination**

- Meets with staff both internal to Amethyst and externally relating to sector-wide data expectations and issues
- Represents Amethyst and advocates within the system as required
- Ongoing liaison with direct service providers to ensure data being captured is still reflective of the needs of the organization
- Generates reports through the relevant databases to support the organization, including but not limited to reports for Health Promotion/Community Relations, Treatment Team planning, etc.
- Trains staff, as required and in consideration of the staff's need for the software, on the usage of the relevant databases
- Ensures proper, responsible usage of the relevant databases amongst the organization and escalates concerns of usage when required
- Extracts and organizes organizational client-related data for the annual Report to the Community

### **WHAT WE'RE LOOKING FOR IN A CANDIDATE**

Amethyst is seeking an individual who can contribute to the diversity of Amethyst's team and its inclusive and anti-oppressive practices. The successful candidate will demonstrate responsibility and skill where safeguarding client information is concerned (e.g. effective and safe file storage, consistent file retention, etc.) as well as anti-oppressive and feminist values and ethics related to the collection, storage, and usage of personal health information.

### **SKILLS AND EXPERIENCE:**

- Relevant education and/or equivalent experience with similar duties
- Relevant experience working with health care databases
- Relevant experience with administrative duties, data entry, and coordination of data entry and reporting
- Knowledge of the Personal Health Information Protection Act
- Experience with data validation and quality control
- Education and/or work experience with trauma-informed approaches to addiction and mental health an asset



- Sensitivity to client choice and non-judgmental approach
- Ability to communicate complex raw data in a clear and concise manner
- Strong organizational, interpersonal and communication skills
- High attention to detail
- Ability and willingness to work in a modified collective in an environment based on shared responsibility and resources in a consensus building manner. Ability to work in an independent, self-directed manner, while also contributing and collaborating in a non-hierarchical environment.
- Proven commitment to self-development in the principles of anti-racism, anti-oppression, diversity, equity, and inclusion
- Leadership or management experience, ideally in a feminist collective, is an asset
- Consistent access to a private workspace, and commitment to the responsibility to maintain confidentiality for sensitive information related to our agency, confidentiality of our colleagues personal information, and any/all client information

## **WHY WORK FOR AMETHYST CENTRE OTTAWA?**

### **ABOUT US**

Amethyst Centre Ottawa, founded in 1979, is a day treatment program offering alternative addiction services to women-identified and/or gender diverse individuals in the Ottawa area. Our goal is to support folks' empowerment in addressing challenges in their relationships with substance-use and gambling. This is supported by making direct links between substance use/gambling, gender-based violence/trauma, and the impacts of oppression.

We are a unionized non-profit organization operating as modified feminist collective to provide a range of services to our communities based on core values of anti-oppressive practice and client-centered care. Operating as a modified feminist collective allows Amethyst as a collective to stay grounded with the communities we work with and for, meaning the collective adapts and changes through the consensus model and based on community needs. Operating as a collective also allows for engagement with our core values from all levels of the collective's functioning, operations, and services.

Amethyst provides a variety of day-treatment services (including individual therapy, group therapy, workshops, and community engagement), health promotion services (community partnerships and engagement through workshops and events), community engagement, and public education. Since March of 2020, our work has temporarily transitioned to virtual service in order to observe Public Health Guidelines for the COVID-19 pandemic to protect our community and collective. Presently, we moved to a hybrid work model to accommodate the community we serve.



## WHAT WE OFFER

At Amethyst we are passionate about providing excellent service to our communities. We have been doing so as a Collective for over forty years. Our permanent employees are compensated on an equal basis at a rate of 5% of their bi-weekly gross going to our pension plan which is matched by Amethyst. Our employees benefit from a generous benefits package and a commitment to overall health and wellness and work life balance that includes generous annual leave as well as other (sick leave, family leave and mental health days leaves).

## APPLICATION PROCESS

Amethyst welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTQI+ individuals; First Nations, Metis, and Inuit individuals, persons with disabilities, and members of racialized and marginalized groups. We believe our work is stronger when it benefits from the experience, knowledge and wisdom of people who have faced systemic barriers and encourage applications from qualified candidates who have lived experience as a member of historically underrepresented communities.

We welcome candidates whose skills and experience are gained through any combination of formal work experience, informal or formal volunteer or unpaid work experience.

If you are looking to use your skills and knowledge to support, strengthen and grow our small organization and its impact, we encourage you to apply.

Amethyst Centre Ottawa is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process.

**Together with your resume (in English), please forward a 1-page cover letter (in French and English) that includes your responses to the following questions:**

1. *How do you relate to Amethyst Centre Ottawa's mission?*
2. *How would your skills and experiences (personal and professional) translate into success in this position?*
3. *What does working in a Collective mean to you?*

We thank you for your interest. **We will accept applications until the vacancy is filled, no later than May 20, 2026.** Kindly note that only applicants selected for an interview will be contacted. Submit



applications to: [hr@amethyst-ottawa.org](mailto:hr@amethyst-ottawa.org) with **Data Management Coordinator Position** in the subject line.