

Société Alzheimer Society

BRANT, HALDIMAND NORFOLK,
HAMILTON HALTON

Job Posting

Data and Quality Specialist

Full-Time, Permanent

Hours: 35 hours/week (1,820 hours/year)

Rate of Pay: \$31.50 - \$33.00/hour

Location: Flexible within our catchment area (Burlington, Hamilton, Brantford, Simcoe)

Start Date: As soon as possible

Turn Data into Meaning. Drive Quality. Improve Lives.

At the Alzheimer Society of Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH), every number tells a story. Every insight has the potential to improve the lives of people living with dementia and those who care for them.

We are looking for a Data & Quality Specialist who is passionate about transforming data into meaningful action. If you thrive on solving complex problems, building dashboards, improving systems, leading quality initiatives, and helping organizations make better decisions through evidence, we would love to meet you.

This is more than a reporting role, it is an opportunity to influence organizational strategy, improve client outcomes, support accreditation, and strengthen the quality of services across our organization.

About Us

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton (ASBHNHH) is the local community agency dedicated to supporting people living with dementia, their care partners, and families. Through education, counselling, recreation, support groups, volunteer programs, and community partnerships, we work to improve quality of life and build dementia-friendly communities.

We value work-life balance and are committed to creating a supportive, inclusive, and collaborative workplace where employees are empowered to grow, contribute, and make a meaningful difference every day.

The Opportunity

As the organization's specialist for data quality and reporting, you will develop dashboards, reporting tools, evaluation frameworks, and quality improvement initiatives that support operational planning, strategic decision-making, funder requirements, and organizational accountability. Reporting to the Director of Programs and Services, you will work collaboratively across all departments, transforming complex data into actionable insights that strengthen organizational performance and fosters a culture

of continuous learning and improvement. Serving as a key link between frontline operations, leadership, technology systems, and external partners including Ontario Health and funder reporting contacts, the Alzheimer Society of Ontario, AlayaCare representatives, accreditation bodies, and external evaluation partners. You will promote data integrity, system optimization, and consistent performance measurement to support high-quality, evidence-informed services.

Office hours are Monday to Friday from 8:30 a.m. to 4:30 p.m.; however, occasional evening and weekend work is required. While the primary office location for this position is flexible, this position involves occasional travel throughout our catchment area.

What You'll Do

Data Leadership & Reporting:

- Serve as the organization's primary resource for reporting and data Leadership.
- Develop and maintain interactive dashboards and reporting systems.
- Build customized reports that meet operational, strategic, quality, and funder requirements.

Data Quality & Governance:

- Develop and maintain data governance standards, processes, and documentation.
- Conduct routine data audits and identify areas requiring correction.
- Provide Leadership with data quality reports and recommendations.

Evaluation & Outcomes Measurement:

- Design and maintain outcome measurement tools aligned with strategic priorities and program/service outcomes.
- Analyze quantitative and qualitative data to assess program effectiveness.
- Support collection and reporting of client stories, impact narratives, and qualitative outcomes.

Quality Improvement:

- Support development, implementation, and monitoring of the annual Quality Improvement Plan (QIP).
- Develop performance indicators and outcome measures.
- Monitor organizational performance against targets and benchmarks.

Accreditation Leadership:

- Serve as organizational lead for accreditation readiness and ongoing compliance.
- Coordinate accreditation activities, documentation, evidence collection, and action plans.
- Monitor compliance with accreditation standards.

System Optimization:

- Act as an internal AlayaCare specialist while monitoring platform updates, enhancements, and reporting changes.
- Liaise with AlayaCare representatives and Alzheimer Society of Ontario regarding system functionality and reporting needs.
- Advocate for system improvements that support organizational requirements.

Training & Knowledge Translation:

- Translate technical information into practical, user-friendly guidance.
- Develop training resources, guides, and standard operating procedures.
- Support Leadership in understanding and effectively using organizational data

All employees are expected to abide by the ASBHNHH Code of Conduct.

What You Bring

- Minimum three (3) to five (5) years of experience in healthcare, community services, the non-profit sector, or a related environment, with experience in quality improvement, evaluation, performance measurement, or accreditation.
- Degree or diploma in Health Administration, Health Informatics, Quality Improvement, Evaluation, Data Analytics, Public Health, Business Administration, Social Sciences, or a related field.
- Experience working with electronic client record systems, reporting platforms, and developing dashboards and operational reports.
- Strong analytical, data management, and reporting skills, including advanced Microsoft Excel; experience with Power BI or similar business intelligence tools is preferred.
- Knowledge of data governance, quality improvement methodologies, accreditation standards, and healthcare/community support service environments.
- Familiarity with Ontario Health reporting requirements, PHIPA, project management principles, and quality improvement methodologies (e.g., PDSA, Lean, CQI) is considered an asset.
- Demonstrated ability to facilitate training, support organizational change, communicate complex information clearly, and build collaborative relationships with stakeholders.
- Excellent analytical, problem-solving, organizational, communication, and presentation skills, with the ability to manage multiple priorities and influence others without direct authority.

Additional Requirements

- Valid driver's license and access to reliable transportation.
- Access to a reliable phone capable of supporting two-factor authentication applications.
- Successful completion of a vulnerable sector police check issued within three months of the hiring date.
- Fluency in a second language is an asset.

Why Join Us?

At ASBHNHH, our employees and volunteers work together to make a meaningful difference in the lives of people living with dementia and their care partners. We are committed to creating a workplace where collaboration, compassion, respect, accountability, and continuous learning are valued every day.

In addition to meaningful work, we offer:

- 35-hour work week
- Three (3) weeks of paid vacation to start, plus two float days
- Generous paid sick time after three (3) months
- Comprehensive group benefits package
- Employee Assistance Program
- Professional development opportunities
- A collaborative, supportive, and mission-driven team environment

How to Apply

Please submit your cover letter and resume to HR@alzda.ca by 11:59 p.m. on August 23, 2026

Accessibility and Equity

The Alzheimer Society Brant, Haldimand Norfolk, Hamilton Halton is committed to fostering an inclusive, diverse, equitable, and accessible workplace where everyone feels valued and respected. We welcome applications from individuals of all backgrounds, experiences, and abilities.

We are committed to providing accommodations throughout the recruitment, selection, and employment process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation at any stage of the hiring process, please let us know, and we will work with you to meet your needs.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.