



Operations Research Analyst (contract position)

Temporary contract: up to a maximum of 40 hours

Hourly Rate: \$25.00

Location: Hybrid model (Home office and Waterloo office).

JOB DESCRIPTION

GeriMedRisk is a non-profit, interdisciplinary telemedicine geriatric clinical pharmacology and psychiatry consultation service available to clinicians. As part of a growing provincial program with multiple areas of focus (clinical service, research, quality improvement, and education), the Operations Research Analyst will analyze a focused data set and provide some recommendations that will assist the leadership team in strategic planning activities deemed to advance the organization.

Responsibilities

- Strong work ethic and communication skills.
- Understand the operations of GeriMedRisk, an interdisciplinary telemedicine-based consultation and education service.
- Optimize call centre and telemedicine by monitoring and changing the work environment, supply chain management.
- Work closely with clinical, accounting, and engagement teams to provide guidance on GeriMedRisk's growth based on data analytics.
- Provide ongoing support solution and make recommendations to the management team of type of support required.
- Contribute to business and technical studies, design, develop and recommend solutions.
- Support pharmacy lead in knowledge translation operations to optimize workflow.
- Organize and prepare for meetings, including preparing presentation if required.

Education and Experience

- Master's degree with a focus on operations management and research, supply chain, simulation modelling, healthcare systems, data analytics.
- Experience generating reports that are accessible to members of the team.
- Experience supporting a Senior Executive or leadership team, preferred.
- Experience working within an interdisciplinary team, and in a healthcare setting, preferred.
- Experience with accounting software an asset.

Skills and Abilities

- Demonstrated intermediate level knowledge of Microsoft Office (ie. Word, Excel, Power Point).
- Experience with statistical software e.g. R, SPSS, python, pandas
- Excited to participate in and advance a busy geriatric pharmacology and psychiatry telemedicine service which has multiple programs (practice, research, quality improvement, education).



- Exceptional organizational and time management skills.
- Excellent interpersonal and communication skills.
- Ability to work independently, problem solve and take initiative in a fast paced, challenging environment.
- Written and verbal fluency in English.
- Excellent computer skills and familiarity with electronic communication devices.
- Demonstrated intermediate level knowledge of Microsoft Office (ie. Word, Excel, Power Point).
- Eligible to obtain a police background/criminal record check.

Hours of work: 9:00-17:00 Monday to Friday

Vaccination Statement: All employees, researchers, and students of GeriMedRisk who will work with long-term care homes, health care organizations, colleges, universities and other partners are required to comply with the vaccination policies of those external organizations to complete their work. Of note, vaccination policies are subject to change. The requirement to comply with those evolving policies does not change.

Equity Statement: GeriMedRisk is committed to equity, diversity and inclusion within its community and organization. We strongly welcome and encourage applications from Indigenous Peoples, racialized groups, women, LGBTQ2+ people, persons with disabilities and people from other equity-seeking groups. GeriMedRisk is pleased to accommodate individual needs in accordance with the Accessibility of Ontarians with Disabilities Act, 2005 (AODA) within our recruitment process. If you require accommodation at any time throughout the recruitment process, please let us know.

How to Apply: GeriMedRisk invites applications (cover letter and resume) to be submitted by email to applicant@gerimedrisk.com. Please include the job title in the subject line of the email.

