



## IDENTIFICATION

Department	Position Title	
Health and Social Services	Intern, Public Health Business Systems	
Position Number	Community	Division/Region
49-17655	Yellowknife	Population Health /HQ

## PURPOSE OF THE POSITION

The Intern, Public Health Business Systems supports the Public Health Registries team in enhancing data collection, organization, and reporting processes that inform public health decision-making in the Northwest Territories.

This position contributes to identifying critical data and information requirements, aligning with evolving international and Federal/Provincial/Territorial (FPT) data standards, and improving system interoperability and business processes. This work supports compliance with legislated and national accreditation requirements for comprehensive public health registries and population health surveillance.

## SCOPE

Located in Yellowknife, the Intern, Public Health Business Systems (Intern) reports to the Manager, Public Health Systems, and assists with day-to-day activities related to public health data systems, registry operations, and information management projects. The Intern will assist with research, documentation, and process improvement initiatives to strengthen the quality, efficiency, and accessibility of public health information systems across the territory.

The Intern supports the effective operation of public health registries and information systems by applying principles of health informatics, health information management, and change management to ensure core business and project activities meet program needs.

Working closely with the Public Health Registries team, the incumbent contributes to workflow documentation, data quality review, and process improvement initiatives that enhance the accuracy, efficiency, and accessibility of public health information.



This position operates within the legislative and regulatory framework of *the Public Health Act*, *Health Information Act*, and Government of the Northwest Territories (GNWT) information management and technology policies.

## **RESPONSIBILITIES**

### **1. Support documentation and data process improvement.**

- Assist in determining appropriate data collection, storage and management practice improvements that can enhance data usage and support surveillance requirements.
- Assist in selecting and implementing the appropriate tools, software, applications and systems to support data technology goals.
- Assist with mapping and documenting public health business processes and workflows.
- Help compiling and organizing information on current data systems, forms and reporting practices.
- Support the preparation of flow charts, process maps and summary reports using basic software tools.
- Advocate for data management, including coaching, training public health registries and population health staff.
- Participate in meetings and take notes to document discussions, decisions and action items.

### **2. Assist with public health registry operations.**

- Maintain data quality assurance and auditing practices that meet territorial, national and international standards
- Help with basic data quality checks and data entry as directed.
- Help investigate documentation, planning and implementation of business solutions to support public health data repositories
- Help research opportunities for business processed and informatics solutions that will advance specific public health priorities and quality improvement initiatives.
- Support data validation and record-keeping under staff supervision.
- Assist with organizing registry-related files, templates, and reference materials.
- Learn about legislation and privacy standards related to health information management.

### **3. Support project and administrative functions.**

- Assist with small planning activities, including tracking progress and updating timelines
- Prepare draft correspondence activities, including tracking progress and updating timelines
- Contribute to team meetings and share observations or ideas for process improvement
- Provide general administrative and research support to the Public Health Registries Team.



## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

No unusual demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of data architecting, data mining, large scale data modelling and business requirements gathering/analysis such as health informatics and eHealth databases and skills relating to health information systems, epidemiology and data systems.
- Knowledge of database platforms, relational data structures, and design theories.
- Knowledge of implementing data management processes and procedures.
- Knowledge of repository tools, data modelling tools, data mapping and profiling tools.
- Knowledge of and/or the ability to acquire and apply knowledge of northern cultures as they relate to health and social service issues.
- Knowledge of medical ethics related to client confidentiality and data security.
- Interpersonal and written communication skills, with the ability to interact effectively with clients, colleagues, and external partners.
- Analytical thinking and problem-solving skills
- Ability to ensure procedures and manuals in relation to registry maintenance and reporting are kept current and reflect current best practices.
- Ability to instruct / orient staff to use the information systems, repositories, and registries.
- Ability to work collaboratively in a team environment.
- Ability to prepare statistical and other reports for presentation and use by Department and HSS Authority officials.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A post-secondary qualification in health information management, health informatics, epidemiology, information systems, data science, business administration or health administration or public health-related field.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security**

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- ☐ French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - READING COMPREHENSION:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
  - WRITING SKILLS:
    - Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐
- ☐ French preferred

**Indigenous language:** Select language

- ☐ Required
- ☐ Preferred