

<b>Job Title:</b>	HIFIS Data Analyst	<b>Job Category:</b>	Social Science
<b>Department/Group:</b>	HIFIS	<b>Location:</b>	Saskatoon
<b>Level/Salary Range:</b>	To be negotiated	<b>Position Type:</b>	Community Engagement
<b>HR Contact:</b>		<b>Date Posted:</b>	February 18, 2026
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	March 16, 2026,

**Job Description**

Saskatoon Housing Initiatives Program (SHIP) is looking to hire a detail-oriented **HIFIS Data Analyst** to support the Homeless Individual Family Information (HIFIS) system. HIFIS is a data collection system that allows for real time homelessness data to be shared by multiple agencies to provide for community coordination of resources and client supports.

This role supports strong data quality, reporting, and user engagement to inform community homelessness response efforts, and problem solving.

The data analyst will analyze HIFIS data to ensure accuracy and consistency, identify data gaps, and support data clean-up and quality improvement and data interpretation. They will assist the HIFIS team in developing and maintaining reports that support program monitoring, performance measurement, and funder requirements.

Key responsibilities include co-lead user support (help desk) training and supporting HIFIS users through group sessions, stakeholder and user engagement, one-on-one assistance, and the development of training materials.

The role also involves supporting system testing and maintenance, including participating in system updates, identifying issues, and coordinating with HIFIS support to ensure timely resolution and clear communication to users.

The HFIS Data Analyst will work closely with the Community Engagement Manager (HIFIS) on project and operational tasks as needed and will regularly communicate with service providers and other stakeholders.

**Technical Skills:**

It is an asset to have experience with visualization tools such as Tableau, Power BI, or similar software and related learnings.

**Analytical Skills:**

Experience with database querying languages (e.g. SQL) as an asset. Experience with visualization tools (e.g., Power BI, Tableau) and other software. Data analysis and interpretation of data preferred.

Experience with Microsoft 365 and the ability to work in a collaborative environment.

**Communication Skills:**

Effective verbal and written communication skills to interact with users, stakeholders, and team members.

Ability to explain technical concepts to non-technical users and provide training and support.

**Project Management Skills:**

It is an asset to have experience in project coordination or management, including planning, scheduling, and tracking progress.

**Domain Knowledge:**

Understanding regulatory requirements or standards relevant to data management and privacy (e.g., GDPR, HIPAA).

**Teamwork and Collaboration:**

Ability to work effectively in a team environment, collaborating with colleagues from diverse backgrounds and disciplines.

Willingness to share knowledge, mentor others, and contribute to the success of the team and organization.

**Adaptability and Continuous Learning:**

Commitment to ongoing professional development and stay updated with industry trends and advancements.

The ability to be flexible in terms of hours of work and travel is important. CPIC and Driver's License required.