



Systems Analyst - 1 position	Posting #: 55469
Food & Nutrition Services	Posting Date: August 26, 2025
Mount Hope Centre for Long Term Care - London, ON	Submission Deadline: September 01, 2025
Temporary Full Time	Andrew Harriman-Duke, Human Resources
Non-Union	Salary Range: \$37.77 - \$44.42 /hour

Temporary position, anticipated to extend until August 1, 2027, subject to the availability of work.

Building on more than 130 years of care and compassion, today's St. Joseph's continues to make a difference in health care with distinct roles in acute and ambulatory care, specialized care of the elderly, long-term care, mental health care and rehabilitation services. With more than 10 locations, St. Joseph's offers health care professionals both the opportunity to specialize and to attain a variety of experiences in leading programs across a spectrum of services.

As a teaching centre, St. Joseph's fosters excellence through support for learning, research use in practice, and generation of new knowledge. Our shared leadership environment is our hallmark. Based on principles of accountability, equity, partnership and ownership, this environment enables staff to be accountable for making decisions. We offer flexibility and support to achieve balance between work and home along with programs to support our commitment to a safe and satisfying workplace. The Systems Analyst is a member of the Food and Nutrition Services Team, responsible for supporting a number of users throughout our multiple sites who use the various applications of the CBORD system. We are seeking a motivated individual who has a passion for providing solutions. The successful candidate will have system administrative access to the CBORD system and will be responsible for maintaining accurate information within the systems, investigating and analyzing support issues in accordance to organizational standards. The Systems Analyst will also manage internal documentation, provide end user training, and work closely with other team members, staff and vendors.

Reporting to the Manager of Food and Nutrition Services, the successful candidate will ensure that quality service is provided to all stakeholders while championing effective communication and support to the department of Food and Nutrition Services.

Essential Qualifications

- Community college diploma in food service management or equivalent
- 3 years working in food services and/or information technology
- Food Handlers Certification
- Membership with the Canadian Society of Nutrition Management
- Advanced knowledge of Cbord software system
- Membership with the Canadian Society of Nutrition Management (not certification)
- Working knowledge of general computer systems, printers, etc.
- Working knowledge of Food & Nutrition Services in order to maintain optimal use of automation system
- Familiarity with therapeutic diet modification for clients and patients in a healthcare setting
- Demonstrated computer skills with intermediate level knowledge of Word and Excel
- Effective communicator (both written and verbal)
- Project management
- Highly developed organizational, analytical, and project management skills
- Superior customer service skills with demonstrated diplomacy and tact
- Adept at building positive relationships and an ability to work both independently as well as within a team setting
- Consensus-building and conflict resolution skills
- Ability to troubleshoot and provide solutions for systems issues of a moderate to complex scope
- Superior interpersonal and communication skills

- Knowledge of a Safety Culture in a Health Care Setting in compliance with the OHSA

Preferred Qualifications

- Health Science related degree
- Proficiency in French would be an asset
- Knowledge of Ministry of Health and Long-Term Care Compliance Standards
- Experience working in a mental health, long term care or rehabilitation
- Experience working in Food Service, understanding of nutritional analyses, the fundamentals of menu planning, and work flow from a clinical and an operational perspective
- Experience leading projects

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide vaccination records or proof of immunity against measles, mumps rubella, varicella (chicken pox), Hepatitis B, COVID-19 and influenza.
- Provide documentation of the Tuberculosis skin testing
- Your interest in this opportunity is appreciated. Human Resources and Leaders use your profile information to evaluate your application for the vacancies that you apply to. Only those under consideration will be contacted

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