

JOB OPPORTUNITY

JOB TITLE: COORDINATOR-QUALITY, SAFETY, RISK MANAGEMENT & PRIVACY
JOB REF NO: 27-2017
DEPT: OPERATIONS PORTFOLIO
SITE: CORPORATE
UNION / NON: NON-UNION MANAGEMENT

QUALIFICATIONS:

- Relevant degree or diploma (business, information management).
- Bachelor's degree in nursing or other health related discipline is an asset.
- 3 years minimum experience in a role related to quality improvement, safety, risk management and privacy.
- 3 years minimum experience in a leadership role.
- Health related experience is an asset.
- Experience in a multi-site environment is an asset.
- Experience in working with both a Board of Directors and a management team is an asset.
- Demonstrates ability to implement effective quality improvement, safety, accreditation, risk management, privacy systems and knowledge of project and change management principles.
- Knowledge of applicable legislation, such as but not limited to, the Public Hospitals Act, Long-Term Care Act, Coroners' Act, Quality of Care Information and Protection Act, Regulated Health Professions Act, Personal Health Information and Privacy Act, Excellent Care for All Act, Freedom of Information and Protection of Privacy Act.
- Knowledge of quality improvement cycles including identification and measurement of metrics.
- Knowledge of Indigenous cultures and/or experience with multi-cultural populations.
- Strong working knowledge of Microsoft Excel and Word and ability to interpret and manipulate graphs and statistical data, as required.
- Strategic and system level thinker.
- Collaborative, relationship builder with effective group facilitation skills.
- Excellent communication, organizational, and interpersonal skills.
- Demonstrates ability to communicate effectively, clearly and concisely with a variety of professionals and disciplines.
- Demonstrates effective time management skills.
- Possesses general working knowledge of computers and proficient key-boarding skills.
- Physically capable of performing the essential duties of the job.

RESPONSIBILITIES:

Reporting to the Vice-President, Operations and Chief Financial Officer the Coordinator - Quality, Safety, Risk Management and Privacy (Coordinator) will coordinate and provide leadership in the development, implementation, ongoing monitoring and continuous improvement of an integrated quality, safety, risk management and privacy (QSRP) program for the organization. Key responsibilities of this role include the identification of the frameworks, tools and best practices as well as the identification and trending of key indicators as part of the measurement process required to support an effective QSRP culture. The Coordinator's role as part of the Quality Safety Risk (QSR) Committee includes a direct accountability to the Chair of the QSR Committee. The Coordinator is accountable to provide oversight of privacy and freedom of information in accordance with legislation. The Coordinator will provide internal expertise, direction, guidance, education, and leadership required to achieve a successful QSRP function. The Coordinator will liaise with the Board, senior leadership, management and personnel to assist in the identification, measurement and change management activities inherent to a QSRP program.

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.