



Barrie Area Native Advisory Circle

64 Cedar Pointe Drive, Unit 1405

Barrie, ON L4N 5R7

Phone: (705) 734-1818 Fax (705) 734-1812

admin@banac.on.ca Website: www.banac.on.ca

Position: Quality Improvement Decision Support Specialist
Mamaway Wiidokdaadwin Indigenous Interprofessional Primary Care Team

Supervisor: Executive Director, MWIIPCT

Term: Permanent up to 40 hours per week

Salary: \$77,721 to \$78,498 per year

Closing Date: June 6, 2018 at 12 pm

Location: Barrie and surrounding area.

Mamaway Wiidokdaadwin is an Indigenous Interprofessional Primary Care Team that provides primary health, traditional healing, mental health, community support services and health promotion services to community members of the four First Nations as well as First Nation, Metis and Inuit people living across the North Simcoe Muskoka LHIN.

Our team is a dynamic organization that is well known and recognized for its collaborative and innovative approach to programs and services. We value our employees and strive for a quality workplace environment that provides lifelong learning, growth and well-being.

POSITION SUMMARY

Seeking a full-time Quality Improvement Decision Support Specialist to provide a broad range of services related to the input, quality, standardization, training and generation of data to create reports for Mamaway Wiidokdaadwin Indigenous Interprofessional Primary Care Team. This position highly collaborates and provides support to other staff members involved in data functions. A high level of communication, coordination, analytical and technical skills are required.

JOB REQUIREMENTS

All employees of BANAC are required to submit a Criminal Record Check with Vulnerable Screening upon hire and confirm compliance every year thereafter; comply with the Occupational Health and Safety Act (OHSA), its regulations and all occupational health and safety policies and procedures; and to work some evenings and flexible hours.

QUALIFICATIONS

- Post-secondary education in Health Administration, Health Data/Information Management or other related education.
- One to three years previous experience working within a health setting;
- Experience in database management, data quality, building queries and statistical reports;
- Strong knowledge and high proficiency in the use of computers;
- Strong knowledge and high proficiency in various software applications such as Word, Excel, Access, etc.;
- Experience working with SQL and Advanced Excel will be a definite asset.
- Knowledge of electronic medical record/health databases, such as PS Suites or other client case management databases
- Excellent communication, interpersonal, analytical and problem solving skills
- Strong presentation skills, training/meeting facilitation skills an asset
- Demonstrated competence in conflict resolution and organizational skills
- Must be self-directed, resourceful and possess critical thinking skills

- Demonstrated 1 – 2 years work experience in Indigenous communities

EMPLOYMENT CONDITIONS

Specific employment conditions include the following:

- Worksite location is at the head office in Barrie, Ontario
- Valid Class G Ontario driver's license is required and access to a reliable vehicle
- Accommodations for the disabled will be available upon request
- Clean criminal record check with vulnerable sector
- Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines such as tobacco, sweet grass, sage or cedar may occur.
- An offer of employment will be conditional upon an acceptable vulnerable sector police records check.

Become part of an organization that provides:

- Competitive salary and comprehensive health care benefits
- HOOPP pension plan
- Professional development opportunities
- Supportive and culturally safe friendly work environment

Hiring of Aboriginal People will be given preference, as allowed under Section 14 of the Ontario Human Rights Code – Special Programs

Qualified individuals are invited to submit via email to admin@banac.on.ca to the attention of Hiring Committee Please include a covering letter along with a current resume, certificates, diplomas and three current work related references. For more information please contact admin@banac.on.ca

Disclaimer: This job description indicates the general nature and level of work expected. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required by the incumbent. Incumbent may be asked to perform other duties as required. Only those selected for an interview will be contacted.