



EMPLOYMENT OPPORTUNITY

Position: Privacy/EMR Administrator

Background:

Incorporated in 2017, the Matawa Health Co-operative (MHC) is a Matawa First Nation owned and controlled health co-operative that provides health care services to enhance existing health services to achieve long-term health and well-being for all members within the nine (9) Matawa First Nations. It is overseen by a Board of Directors and is a member of the Health Care Co-operatives Federation of Canada. The MHC is community-driven with available services being tailored to individual community's needs. It is the first of its kind in Canada.

The MHC works to incorporate traditional healing and medicines in addressing the wholistic health needs of the Matawa First Nations focusing on the priorities of mental health and addictions, diabetes and chronic diseases. It oversees an Inter-Professional Primary Care Health Team made up of a clinical coordinator, 4 nurses (2 are Certified Diabetes Educators), 1.5 physicians (part-time), 1 foot care specialist and, 4 mental health counsellors providing direct services in the Matawa First Nations or through telemedicine.

The organization is accepting applications for a Privacy/EMR Administrator.

Position Summary:

The Privacy/EMR Administrator shall assist in the development/implementation of, and adherence to, the Co-op's privacy and to ensure operational procedures are in compliance with relevant privacy laws. The Privacy/EMR/Data Administrator will assist the Director of Clinical & Nursing Services in the planning, development, implementation, and evaluation of the Privacy/EMR/Data management component of the Co-op. Specific duties include:

- Development of policies/procedures with respect to Privacy/EMR/Data management
- Developing activities that foster information on privacy awareness within the Co-op
- Establishment of day-to-day functioning of the Co-op's Health Records and EMR
- Working with IT, to ensure the availability of adequate and reliable statistical data as requested, initiating a format to extract monthly reports as required by the Co-op's funding organizations
- Consultation/collaboration with various organizations and First Nation communities
- Administration

Preferred Qualifications, Experience, Knowledge and Abilities:

In addition to the following, the Privacy/EMR Administrator must possess at minimum: PACC Professional Certification, Health Information Management Certification or IAPP or similar associations preferred and minimum of 2 years of Privacy/EMR administration work related

experience.

The incumbent should also have proficient knowledge in the following areas:

- Critical thinking, organizational and communication skills
- Expertise in developing and maintaining excellent working relationships with all members of the health care team and partner organizations
- Good knowledge of the programs, regulations and procedures of Ministry of Health and Long-Term Care, and First Nations and Inuit Health Branch
- Ability to prioritize, manage time effectively
- Capacity to adapt quickly to a fast-paced, dynamic work environment
- High degree of accuracy and attention to detail
- Electronic documentation of health records
- Knowledge of various computer systems and applications (ie. Microsoft Office, etc.)

Applicants will have skills and personal attributes as described in the job description including excellent oral and written communication skills; interpersonal and leadership skills.

Location: Thunder Bay, Ontario (with extensive travel to Matawa road-access and remote communities)

Salary: Commensurate with experience

Term: Full-Time, dependent on annual funding

How to Apply: Please send your cover letter and resume with three references to:

Matawa Health Co-operative
RE: Privacy/EMR Administrator
233 Court Street South, 1st Floor
Thunder Bay, ON P7B 2X9

Fax: (807) 346-2371

Email: careers@matawa.on.ca

Deadline: Open Until Filled

For additional information, please view the job description at the Matawa website:

www.matawa.on.ca

(or at: <http://www.matawa.on.ca/career-opportunities/>)

We thank all applicants for their interest in working with the Matawa Health Co-operative, however only those selected for an interview will be contacted.



- CIRCLE OF BELONGING -