REHABILITATION CENTRE FOR CHILDREN

**JOB OPPORTUNITY**

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| **Bulletin No: 19-038** | **Department:**  Rehabilitation Clinics | **Posting Date:** |
| **Position:**  **Health Information Coordinator** | **Reports to: Manager of Rehabilitation Clinics and Clinical Services** | **Start Date: As soon as possible** |
| **Job Type:**  **Permanent Full Time** | **Employee Group:**  CUPE | **EFT: 1.0** |

# MAIN FUNCTIONS

Under the direction of the Manager of Rehabilitation Clinics/Director of Rehabilitation Services, the incumbent provides leadership for Health Information Services in the area of quality management, health record utilization and data extraction. S/he is responsible for control of the records (electronic and paper), implementation of policies and procedures pertaining to health records and patient information and ensuring that all parts of the organization have access to relevant patient information and data to provide exemplary service. S/he represents the Rehabilitation Centre for Children on site, regional and provincial committees, working groups and project teams which have a focus on data collection, management and data quality.

**Skills/Experience**:

* Experience with disclosure and access of personal health information including the application of relevant privacy and related legislation; Personal Health Information Act, Mental Health Act.
* Sound understanding of desktop application software and knowledge of current application in order to provide direction and work effectively with end-users and application developers.
* Excellent organizational, time management analytical and problem solving skills.
* Ability to work with minimal supervision and make and communicate decisions within scope of practice while working in a multidisciplinary health care setting.
* Extensive computer experience including Microsoft Office, data base management and statistical analysis.
* Strong interpersonal skills and demonstrated ability to work effectively with all clients, information systems staff, health professionals and external contacts.
* A thorough understanding of core health information functions in an electronic medical record (patient registration, release of information, records management, coding, data extraction and analysis of record integrity) and their inter-relationship and integration.
* Demonstrated experience with report writing tools.

**Education:**

* Complete high school education, Manitoba Standards required
* Recognized training program for Health Information Management Professionals accredited by the Canadian Health Information Management Association.
* Certificate in Advanced Crystal Reports/Cognos Reporting Tools or equivalent report-writing software preferred
* An equivalent combination of education and experience may be considered

**Hours of Work:**

* **Monday to Friday - Hours to be determined. However flexibility and after hours work is required as schedules require.**

**Salary:** As per CUPE salary scale $23.28 - 26.19/hr

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| **Apply in Writing to:**  **Kizzy Phillips, HR Specialist**  **1155 Notre Dame Ave**  **Winnipeg, MB R3E 3G1**  **Email:kizzyp@rccinc.ca** | **Closing Date:**  Oct 22, 2019 |