

**File #:** MHS 11-131

**Employee Group:** OPSEU 431

**Work Location:** Mental Health Services

**Vacant Position:** Knowledge Broker - Behavioural Support Services

**Status:** Temp. Part-time (up to March 31, 2012)

**Wage Rate:** \$30.66 - \$36.54

**Posting Period:** January 4<sup>th</sup>, 2012 – January 14<sup>th</sup>, 2012

**Please direct inquiries to:**

Barbara McCulloch, Recruitment & Staffing Consultant,  
 (613) 548-7222 x 2037  
 Apply in writing quoting file  
 MHS #11-131 in subject line to:  
[work@providencecare.ca](mailto:work@providencecare.ca)  
 or send fax to: (613) 544-6036

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

**Working Conditions:**

- Working environment demands the ability to work independently, creatively, and be able to adapt quickly to changing priorities and deliverables
- Position requires extended sedentary periods and extensive telephone use
- Extended periods of time listening attentively
- Frequent Interruptions in the work environment
- Extended periods of time spent sitting at a desk/workstation and/or in meetings
- Extended periods of time sitting, viewing a computer monitor and keyboarding
- Some travel required

**Job Summary:**

The South East Behavioural Supports Ontario (BSO) Knowledge Broker will support activities associated with the South East Knowledge Translation Strategy. This individual will work closely with the BSO Project Coordinator, Capacity Enhancement Lead and the Occupational Therapist assigned to the Capacity Enhancement team to effectively implement the Knowledge Translation Strategy. The Knowledge Broker will connect people, ideas and resources across the region; as well as provide the necessary linkage to provincial BSO knowledge exchange strategies. The Knowledge Broker will be skilled at linking people across the continuum of care.

**Qualifications:**

- Bachelors degree in a health care field
- Knowledge of current health care research and knowledge translation concepts acquired through either a postsecondary program and / or combined with relevant experience
- Experience working with health care practitioners, administrators and patient/consumer groups to develop relationships and achieve shared goals
- Demonstrated experience in applying knowledge translation and exchange best practices
- Experience in meeting and committee facilitation
- Experience using collaborative software, an asset (webinar platforms, survey services etc.)
- Knowledge and understanding of evidence-informed practice and decision making
- Skilled in knowledge translation models, frameworks and approaches
- Demonstrated strong critical thinking skills and ability to trouble shoot and problem solve issues that may arise in carrying out the duties of this position
- Demonstrated intermediate knowledge and experience with computers, MicroSoft Office Suite of products preferred (Word, Excel, PowerPoint, Outlook, databases, etc.)
- Strong interpersonal, written and oral communication skills with great attention to detail
- Demonstrated commitment to ongoing learning and practicing both online and in-person knowledge exchange facilitation
- Demonstrated high quality standards and a commitment to continuous improvement of work
- Demonstrated strong trouble shooting and decision making skills and ability to problem solve issues that may arise in carrying out the duties of the position
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation
- Demonstrated client-centred focus and commitment to the Mission, Vision, Values and goals of the department and of Providence Care
- Demonstrated effectiveness as a team member through collaboration, respect and effective communication
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts; ability to communicate using diplomacy and tact
- Demonstrated ability to prioritize work effectively, manage a full work-load and meet deadlines in a complex and potentially stressful environment
- Demonstrated effectiveness working with minimal supervision with proven reliability and trustworthiness; ability to take initiative, work independently and is accountable for own actions
- Demonstrated good physical condition to meet the physical demands of the position
- Fluency in French language, an asset
- Valid and unrestricted Ontario Driver's license and access to a reliable vehicle

For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.