JOB POSTING

File #: Non Un 11-082

Employee Group: Non Union

Work Location: Corporate

Vacant Position: Information Specialist

Status: Temporary Full Time (Up to two years)

Posting Period:
March 30, 2012 to April 10, 2012

Please direct inquiries to:
Liseta Medeiros, Recruitment & Staffing Specialist, (613) 548-7222 x 2772

Apply in writing quoting file # in subject line to:
work@providencecare.ca
or send fax to: (613) 544-6036

Applications submitted by email to work@providencecare.ca will receive an automatic notice of receipt.

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.

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

Job Summary:
Reporting to the Director, Information Management & Decision Support, the Information Specialist will coordinate the collection, review, dissemination of utilization and other statistical information for the organization with a focus on data quality, data credibility and data integrity, meeting the needs of various stakeholders within and external to the organization. The Information Specialist will liaise with both internal and external contacts to ensure the accuracy, integrity and usefulness of the information provided on corporate reports. The Information Specialist has responsibility for the ongoing operational management and analysis of information within Providence Care's information systems that support the capture and reporting of the Common Data Set – Mental Health (CDS-MH) and the Ontario Common Assessment of Need (OCAN).

Qualifications:

- Undergraduate diploma in Information Management, Information Systems, Computer Science or Business Administration
- Minimum of 3 years experience in a health care setting using hospital systems
- Demonstrated knowledge of MIS reporting requirements, Ministry reporting requirements such as CDS-MH & OCAN, ICD-10 coding principles, Resident Assessment Instruments and CIHI reporting requirements
- Demonstrated knowledge of Canadian Healthcare environment and patient care processes
- 1-2 years experience in business systems analysis and/or problem resolution
- 1-2 years experience with software vendor relations
- 1-2 years experience in the application of relative legislation
- Demonstrated knowledge of all applicable legislative compliance standards for privacy, consent and release of information to include but not limited to the Public Hospitals Act management Regulations, the Mental Health Act, the Health Care Consent Act and The Regulated Health Professions Act, the Personal Health Information Protection Act
- Demonstrated knowledge in the application of relative legislation
- High level knowledge of database construction management and retrieval methods including experience working with databases such as MS Access or SQL
- Demonstrated understanding and knowledge of computerized patient care information systems
- Demonstrated proficiency in using Windows based applications and other required reporting tools, such as; MS Excel, Crystal reports
- Demonstrated professional work attitude and behaviours in interaction with internal and external contacts
- Ability to work in a safe manner as per legislation, policies and guidelines

Working Conditions:

- Sitting for extended periods of time and viewing a computer monitor
- Physically able to participate in training sessions, presentations, and meetings
- Some travel may be required for the purpose of meeting with clients, stakeholders, or off-site personnel/management