

JOB POSTING DETAILS

Employer	Garden River First Nation (Ketegaunseebee Garden River First Nation)	Job Type	RI
Job Title	Digital Health Lead	Duration	NA
ES Job ID	12648	Location	NA
Date Posted	May 13, 2022	Closing Date	May 26, 2022

Job Overview - Description & Duties

Position: Digital Health Lead

Starting Range: \$25.65 - \$28.86 (Pending Education & Experience)

Location: Wellness Centre

Report to: Wellness Centre Manager

POSITION SUMMARY

The Digital Health Lead (DHL) will assist in the development and implementation of the Wellness Centre's communication strategy, practices and processes and provide direction and support to ensure the Electronic Medical Report (EMR) system meets the program areas' reporting requirements. This position is primarily responsible for creating, disseminating, and managing internal and external communications materials for the Wellness Centre and providing technical support for the Wellness Centre EMR system. The DHL will assist and develop a communications plan and oversee the daily administration of the plan and will be the main contact for coordinating and resolving any system issues. This position is also part of the Wellness Centre's Privacy Committee, responsible for identifying and escalating potential privacy concerns, and providing privacy training to all Wellness Centre employees. The DHL functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

DUTIES

- Oversee the Wellness Centre's communications plan and daily administration of the plan with internal and external partners
- Create and disseminate GRFN Wellness Centre's internal and external communications materials
- Oversee the development, management, and maintenance of all online communication vehicles, including but not limited to the Wellness Centre's website and social media accounts (including Facebook, Twitter, blogs, etc.)
- Develop communication templates for various types of communication mediums including email, letters, phone messages, etc.
- Develop customized forms and charting formats to support the Wellness Centre's processes and requirements
- Produce reports for internal/external analysis and reporting (eg. Annual Community Based Reporting Template - CBRT)
- Develop an audit process to support data quality and integrity, and protection of privacy - including creation of reports noting findings and trends
- Develop and maintain a process to identify and escalate potential privacy breaches
- Development of user training and guides
- System configuration and account management, including assigning roles and access within the system
- Assist with the development of Privacy and Security policies & procedures, implementation, and training plans
- Participate as a member of the Wellness Centre's privacy committee
- Performing other duties as may be required or assigned

Required Skills

- Post-secondary diploma in communications, marketing, public relations, or a related field
- Three years of work-related experience, preferred in a health environment
- Demonstrated knowledge of website development and maintenance

- Strong knowledge and proficiency in the use of Microsoft office, Visio, Adobe-Acrobat Products, Outlook and various word processing, spreadsheets, and computer graphics software packages.
- Experience with information management systems and social media technology
- Strong knowledge of PHIPA and general knowledge of privacy in health settings
- Ability to work within a fast-paced, multi-disciplinary team environment;
- Thorough knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, demonstrations, organization structure, social service and First Nation relations as they relate to the organization
- Ability to work flexible hours including unplanned overtime
- Excellent organizational, time management skills, interpersonal and communications skills, both oral and written.
- Must undergo a criminal record check prior to employment (At applicant expenses).

Other Requirements

NA

How to Apply

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: May 26th, 2022 at 4:30pm. Please address the envelope and/or email "DHL - 2022-62" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.