



Shkagamik-Kwe Health Centre

161 Applegrove Street – Sudbury ON P3C 1N2

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HEALTH INFORMATION & DATA TECHNOLOGY - YOUTH INTERNSHIP SHKAGAMIK-KWE HEALTH CENTRE EMPLOYMENT OPPORTUNITY - To Commence As Soon As Possible

Shkagamik-Kwe Health Centre invites candidates to apply for a youth internship position of **Health Information & Data Technology**. The Intern will be responsible for overseeing all data and information management systems utilized by the Health Centre. The candidate will be responsible providing ongoing support and training to staff, liaising with external health organizations to enhance health delivery, and liaising with software providers and other information technologists to resolve issues and customize software to meet the requirements of the Health Centre and funders. He/she will assist in the development and ensure compliance with privacy policies as they relate to the use of information technology for health data and records, complete all necessary reports as required by the Health Centre and the funding agent - Industry Canada. The candidate will report to the Executive Director.

Who is eligible? *Unemployed or underemployed youth (under the age of 30) who have graduated with a degree or diploma from a post secondary institution within the last three years, are legally entitled to work in Canada, and have not been previously employed under a FedNor Youth Internship funding Agreement, or other Federal or Provincial Internship with pay for a period of six (6) months or more.*

Additional Qualifications/Requirements:

- Computer Science Diploma or Degree, or relevant degree, with an interest or experience in healthcare related field
- Relevant work experience and problem solving on health data software (ie. SQL background), and with privacy policies and policy frameworks, preferable
- Excellent written and oral communication skills
- Demonstrated sensitivity to and knowledge of First Nation cultural values, traditions, and protocols
- Ability to work independently, yet part of a interdisciplinary team
- Willingness to accept changes in work practices and technology
- Ability to work flexible hours including unplanned overtime.
- Ability to travel, and must own a reliable vehicle
- Acceptable criminal records check - current to within six months prior to hire - (CRC) Rationale: The incumbent will be a position of high trust and will be responsible for maintaining the provision of a secure health data and information environment. Based on policies, a CRC is a condition of employment.

Duties:

- Implement EMR - Electronic Medical Records utilizing Health Screen Software - working with health staff to provide organization needs (ie. codes, forms, etc.;
- Update current organizational website;
- Work with software developers and information technology support to provide on-site technical support and training to staff on health software programs;
- Develop Information Technologies Policies & Procedures; and
- Develop Organization Portal.

Salary: \$30,000-35,000 (*One year full-time position - funded in part by FedNor's Youth Internship Program*)

Deadline for applications: February 24th, 2010. Applications must include: covering letter, resume and three (3) letters of reference (with permission to contact), along with copies of certificates and diplomas to:

Hiring Committee

Shkagamik-Kwe Health Centre - 161 Applegrove St - Sudbury ON P3C 1N2

Or email: sbaker@shkagamik-kwe.org - or fax: 705.675-6277

Canada

