

Client Care Coordinator

Employer: Maamwesying North Shore Community Health Services
Posted: 5 months ago **Closing Date:** May 09, 2024
ES Job ID: 4677 **Location:** Mississauga First Nation
Sector(s): Healthcare **Duration:** Full Time

Job Description:

Who you are? You are highly motivated in sharing your interest in the Health Field enabling you to work in a team environment. Acknowledging the Seven Grandfather Teaching in your work to build relationships. In addition, you have the ability to draw on your own knowledge and life skills to support and maintain efficient operational functions, with a positive outlook.

Who we are? We are a leader in First Nation Health. Our foundation is Indigenous Health in Indigenous Hands. We provide accessible, quality, culturally safe and holistic health care that supports and enhances the wellness of individuals, families, and communities. We work with our 11 First Nation community partners in the provision of primary health care, traditional healing, mental wellness and addictions, home and community support services and health promotion services. We have recently been approved as the first Indigenous lead Ontario Health Team by the Ministry of Health.

The opportunity: Reporting to the Director of Comprehensive Primary Health Care, the Client Care Coordinator - Clinical/RPN is responsible for providing clerical and clinical support to the primary health care team within the health centre and to coordinate client focused care to community members seeking and accessing health care services. The position will play a critical role in the preparation, data migration and implementation of paper charts to a standardized and electronic charting system.

Why Work with Us?

- Competitive Salary based on experience
- Paid Extended Health Benefits
- HOOPP (Healthcare of Ontario Pension Plan)
- Generous vacation package; with additional 7 Aboriginal statutory holidays.
- Life-long learning is a priority, offering 10 Professional Development Days and \$1200/Annual Budget.
- Technology Amenities provided (i.e., laptop, electronic medical record system, cell phone)
- All travel expenses covered.
- Daytime hours of work 8:30 a.m. to 4:00 p.m. Monday to Friday
- Relocation Expenses are Negotiable
- High staff satisfaction rated work environment, priority on provider and client experience
- Access to Cultural and Traditional teachings of the Ojibwe People
- 2 weeks holiday for the first year
- 15 days of Personal Leave

Required Skills:

What you need to bring with you:

- A college diploma in the field of a Registered Practical Nurse (RPN) and/or NUCE certification or equivalent
- Respect for, sensitivity towards, as well as knowledge and understanding of Anishinabek culture and language



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and the Seven Grandfather Teachings

- A clear criminal reference check is a condition of employment
- Must possess a valid driver's license and access to a reliable vehicle
- Experience in the use of personal computers, various word processing, spreadsheets
- Experience in the use of electronic health records would be a definite asset
- Excellent oral and written communication skills
- Developed interpersonal skills and ability to promote teamwork
- Excellent organizational skills

Requirements:

What to expect? Given the traditional practices of Aboriginal people, from time-to-time exposure to smoke from the burning of sacred medicines such as tobacco, sweet grass, sage, or cedar may occur. Accommodations for people with disabilities will be available upon request. An offer of employment will be conditional upon an acceptable vulnerable sector police records check. Hiring of Aboriginal People will be given preference, as allowed under Section 14 of the Ontario Human Rights Code - Special Programs.

How to Apply:

Qualified individuals are invited to submit a cover letter along with a current resume, certificates, diplomas, along with three current work-related references to hr@nmninoeyaa.ca. Please ensure that "Client Care Coordinator - Clerical/RPN" appears in the subject line. Below is the link to apply directly to our organization.

<https://maamwesying.bamboohr.com/careers/77>

Posting Deadline: May 9, 2024

Thank you to all applicants, however only those selected for an interview will be contacted.

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