



# De dwa da dehs nye>s Aboriginal Health Centre

*We're Taking Care of Each Other Amongst Ourselves.*

## **Our Mission:**

Improving the health and well-being of Indigenous individuals, families and communities through wholistic Indigenous, Traditional and Western health care.

## **INTERESTED APPLICANTS**

Please submit your resume and cover letter to:

[humanresources@dahac.ca](mailto:humanresources@dahac.ca)

or

Attention: Human Resources  
Aboriginal Health Centre  
678 Main Street East  
Hamilton ON L8M 1K2

Nya:weh / Miigwetch to all applicants

Only those selected for interviews will be contacted

**Deadline to Apply:  
Posting open until filled**

Please note that **ONLY** complete applications with cover letter will be considered.

***Preference is given to candidates of Indigenous Decent.***

## **Quality Improvement Coordinator**

Reports to the Chief Operating Officer

Salary Range: \$50,000 - \$55,000

## **INTRODUCTION:**

De dwa da dehs nye>s is looking for Quality Improvement Coordinator to plan, coordinate and organize key deliverables related to Quality Improvement for the Organization. The QIC will be the lead for the organization's accreditation process as identified by Canadian Centre for Accreditation (CCA) and will support the planning, implementation, and/or coordination of the accreditation preparation and survey process. The QIC will also prepare and develop Quality Improvement Tools and reports for Leadership and Board.

## **Roles and Responsibilities:**

The Quality Improvement Coordinator will:

- Assist in strategic planning, including the development and implementation of QI training needs assessments, as well as ongoing reviews and evaluation of training activities.
- Providing technical support to De dwa da dehs nye>s to develop and implement Quality Improvement including Participating in drafting, approval, and dissemination of Quality Improvement guidelines.
- Supporting the development of annual Quality Improvement Plans.
- Prepares briefing documents, evaluation reports and presentations for Leadership and the Board.
- Demonstrates leadership and promotes excellence in achieving CCA standards throughout De dwa da dehs nye>s.
- Maintains knowledge of new developments, trends, or changes in accreditation standards.
- Assists in the develop and monitoring of a Risk Management Process.
- Works with Leadership Team in the development and implementation of policy and procedures necessary to meet accreditation standards.
- Collaborates with internal and external stakeholders to share knowledge in accreditation to incorporate current best practices in service delivery.
- Collaborates with Leadership Team and staff to promote effectiveness, accountability, and sustainability of De dwa da dehs nye>s services in a manner that respects the De dwa da dehs nye>s vision.
- Works with the Joint Occupational Health and Safety Committee to maintain safety standards and analyze critical incident trends within the organization
- Provides quality improvement activities, including file audits, to address organizational priorities.
- Performs other duties related to continuous quality improvement as directed.

## Quality Improvement Coordinator

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### STATEMENT OF QUALIFICATIONS:

- B.A. related to healthcare, social services, or business administration
- Minimum of three (3) years of experience in Quality Improvement or an equivalent combination of education, training, and experience is preferred.
- Recent, related experience with an accreditation program or processes is preferred.
- Demonstrated knowledge and understanding of Indigenous traditional ways and culture, or a willingness to learn.
- Self-directed with effective organizational, time management, and prioritization skills.
- Knowledge of the delivery of Primary Care, Mental Health, and Social Services.
- Demonstrated ability to guide individuals toward the vision of the organization while fostering teamwork and commitment to excellence in the provision of care.
- Demonstrated ability to effectively manage and support change that is consistent with the vision, purpose, and operating principles of De dwa da dehs nye>s and in line with CCA standards.
- Demonstrated ability to communicate verbally and in writing.
- Knowledge of Policy and Procedures
- Ability to effectively evaluate processes and systems and provide support in planning and implementation.

### OTHER REQUIREMENTS:

- Must provide proof of full vaccination or medical or religious/creed exemption upon start date.

#### 100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependent Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

#### Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

*De dwa da dehs nye>s Aboriginal Health Centre has developed a compensation philosophy that will allow the organization to retain, motivate and develop talented people who share our values and contribute to our success.*