



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

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 Assurance & Risk Management Coordinator

Reports to the Chief Operating Officer

Salary Range: \$50,000 - \$53,000

INTRODUCTION:

De dwa da dehs nye>s is looking for QA & Risk Management Coordinator to plan, coordinate and organize key deliverables identified by Canadian Centre for Accreditation (CCA), in carrying out its goal to obtain accredited status throughout the organization. The QA & Risk Management Coordinator supports the planning, implementation, and/or coordination of the accreditation preparation and survey process. This includes leading De dwa da dehs nye>s in self-evaluation activities and supporting improvement initiatives associated with meeting CCA standards

Roles and Responsibilities:

The QA & Risk Management Coordinator will:

- 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
- Collaborates with Leadership Team and staff to promote effectiveness, accountability, and sustainability of De dwa da dehs nye>s services in a manner that meets accreditation standards and respects the De dwa da dehs nye>s vision.
- Works with Leadership Team in the development and implementation of policy and procedures necessary to meet accreditation standards.
- Works with the Joint Occupational Health and Safety Committee to maintain safety standards and analyze critical incident trends within the organization
- Maintains organizational compliance, including providing staff training, in statutory and organizational regulatory standards
- Collaborates with internal and external stakeholders to share knowledge in accreditation to incorporate current best practices in service delivery.
- Prepares briefing documents, evaluation reports and presentations
- Provides quality improvement activities, including file audits, to address organizational priorities
- Performs other duties related to continuous quality improvement as directed.

STATEMENT OF QUALIFICATIONS:

- B.A. related to healthcare or social service supported by relevant experience and a combination of knowledge, skills, and attitude necessary for achieving accreditation.

QA & Risk Management Coordinator

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- 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
- Dependant 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.