



P.O. BOX 5000
RECEIVED

OHSWEKEN, ONTARIO

N0A 1M0

JUL 10 2018

CLINICAL DATA MANAGEMENT SPECIALIST
ADMINISTRATION, HEALTH SERVICES

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday, July 25, 2018**, for a contract Clinical Data Management Specialist with Administration, Health Services Department. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

Type	Temporary Full-Time
Closing Date	July 25, 2018
Length of Term	Until March 31, 2019
Hours of Work	Monday to Friday 8:30am to 4:30pm
Wage	To be Determined

JOB SUMMARY: Under the direction and supervision of the of the Child and Youth Health Team Manager, the Clinical Data Management Specialist provides a broad range of services related to the input, quality (standardization and training), and report generation of clinical data supporting the Child and Youth Health Team within the policies and procedures established by Six Nations Elected Council.

BASIC QUALIFICATIONS:

- Bachelor's Degree and/or Master's Degree in information technology or computer science, business administration or equivalent;
- One (1) year experience in a data base management and/or query development;
- Experience building complex queries and reports;
- Knowledge of business information systems and support;
- Demonstrated understanding of statistical and research method, and data quality management.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education degree or transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Clinical Data Management Specialist - Contract
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69
Ohsweken, Ontario N0A 1M0

OR

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.

Method #2:

1. Printed, filled in and authorized Six Nations Elected Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education degree or transcript.
5. Scan and email all documents listed above to recruitment@sixnations.ca.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: **Clinical Data Management Specialist**

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Child and Youth Health Team Manager, Health Services, Six Nations Elected Council.

PURPOSE & SCOPE OF THE POSITION:

The Clinical Data Management Specialist provides a broad range of services related to the input, quality (standardization and training), and report generation of clinical data supporting the Child and Youth Health Team.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Ensures information regarding data support, quality and management is distributed to all relevant staff
- Receives and prioritizes requests for data reports and information.
- Works within the Electronic Medical Record to generate reports and analyze medical data
- Disseminates reports and data analysis to relevant staff members
- Communicates local issues with system-wide implications to appropriate contacts (Nightingale On Demand, internal computer services)
- Establishes and leads processes to develop standardized data entry
- Provides ongoing support and assistance to staff on data entry, standardization, and reporting requests
- Provides technical support and maintenance on Nightingale on Demand, including template management, and assisting staff as needed
- Assists with the generation and completion of regular reports to funders

2. **Communications Functions:**

- Presents information in an understandable and accurate format for a variety of applications
- Attends staff meetings for the Six Nations Child & Youth Health Services
- Works collaboratively and efficiently with current organizational IT support services
- Follows procedures for reporting hazardous conditions, equipment and incidents
- Ensures privacy is maintained in accordance with relevant regulations
- Develops a working relationship with all staff
- Works effectively as a team member and communicates effectively with the Child & Youth Health Team Manager

3. **Administrative Functions :**

- Assists with quarterly reports needed to report to funders
- Maintain a good familiarization with data reporting tools. Investigate new tools as required
- Produces information by developing and generating data reports
- Works with selected staff members to build their reporting capacity
- Completes administrative tasks as required by the Child & Youth Health Team Manager

4. **Other Functions:**

- Performs other job related duties as may reasonably be required by the Child & Youth Health Team Manager
- Provides support to the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Work is subject to deadlines and interruptions
- Work may at times be subject to unscheduled hours and out of office sessions.
- Work requires the ability to work independently and with competence in diverse areas
- Work requires the ability to prioritize tasks within the service, work independently with minimal functional supervision, and cope with many demands and time constraints.

WORKING RELATIONSHIPS:

With the Child & Youth Health Team Manager

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Program Staff

Receives direction, guidance, discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively; receives instruction and supervision.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public

Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Bachelor's Degree and or Master's Degree in information technology or computer science; business administration; or equivalent
- One year experience in a data base management, and/or query development
- Experience building complex queries and reports
- Knowledge of business information systems and support
- Demonstrated understanding of statistical and research method, and data quality management
- Excellent communication (oral and written) and interpersonal skills

Other Related Skills:

- Good knowledge of the Six Nations Community and highly sensitive to Six Nations culture
- Relate effectively with staff and clients
- Strong organizational skills and is able to work independently and work cooperatively with others
- Understanding of health care clinical and social service practices
- Experience as an adult trainer/educator
- Knowledge of the Nightingale on Demand (clinical software) would be an asset
- Knowledge of clinical practice is desirable
- Understands the importance of Confidentiality. Ability to work with tact and discretion

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



SIX NATIONS COUNCIL

APPLICATION FOR EMPLOYMENT With the Six Nations Council

PART I GENERAL INFORMATION

Application for: (Job Title)			Closing Date:			
Name of Applicant:	First Name		Initial	Last Name		Band & Number(if applicable)
Mailing Address (R.R.#, Blue # & Address)				Home Phone.		Alternate Phone No.
City or Town or Village		Province		Postal Code		Email Address
Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.						
Do you have specific needs to be accommodated? If so, in what manner?		Do you have the valid required license(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a valid First Aid/CPR Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No		Have you had WHMIS Training? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you have previously worked for Six Nations Council, please answer the following:						
Length of time worked _____ Months _____ Year(s) Dates Employed: _____						
Reason for Leaving _____						
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment. <input type="checkbox"/> Yes <input type="checkbox"/> No						
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual						
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No						

PART II EDUCATION

Year Last Attended	Secondary School					College or University					Graduate or Professional				
	9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Level Completed															
Certificates, Diplomas, Degrees obtained															
Course of Study Taken															
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education															

PART III WORK HISTORY**I Present or Last Employer**

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

II Previous Employer

Address:

Type of Business:

Telephone:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

III Previous Employer:

Address:

Type of Business:

Telephone Number:

Your Job Title:

Period Employed:

Name & Title of Immediate Supervisor:

Your reason for Leaving:

Briefly describe your Duties & Responsibilities:

We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)

1. _____
2. _____

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

 Applicant's Signature

 Date