

JOB OPPORTUNITY

JOB TITLE: FULL-TIME POLICY COORDINATOR

JOB REF NO: 52-2020

DEPT: ADMINISTRATION

SITE: LAVERENDRYE GENERAL HOSPITAL

UNION / NON: NON-UNION

QUALIFICATIONS:

- Post-secondary education (or Bachelor's degree) in a related field or equivalent related educational qualifications deemed acceptable by the Employer;
- Three (3) years of relevant policy related practical experience;
- Managerial or supervisory experience considered an asset;
- Experience in Internet and/or Content policy development;
- Experience with advanced product and/or program management;
- Experience with a range of policies and direct knowledge and familiarity with policy related software and application;
- Demonstrated strong written and verbal communication, presentation and interpersonal skills;
- Demonstrated leadership ability;
- Proven ability to develop and maintain effective working relationships with others;
- Demonstrated ability to work under pressure and with changing priorities and deadlines;
- Demonstrated advanced computer skills in MS Office applications, including MS Word, and Excel, policy databases, and internet and email with the willingness to learn new software as required;
- Effective communication, problem solving, team building, conflict resolution, and decision making skills;
- Ability to manage change, build effective relationships and work productively in a team environment;
- Ability to function independently, have flexibility, personal integrity, organizational and time management skills;
- Demonstrated ability to function effectively in a fast paced healthcare environment with excellent organizational and time management skills with the ability to multitask and prioritize workload;
- Dependable with a verifiable acceptable attendance record;
- Proven ability to perform the essential duties of the position on a regular basis.

RESPONSIBILITIES:

The Policy Coordinator is responsible for the coordination of integrative policy development across Riverside Health Care encompassing Hospital, Long Term Care, and Community Services. The Policy Coordinator will also lead selection and administration of an online forms system.

Interested and qualified candidates are invited to submit their resume and Employment Application form by using one of the following options:

1. Email to: Human.Resources@rhcf.on.ca
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.