



St. Joseph's Health Centre oversees the operations of St. Joseph's Villa (a 128-bed long term care home) and St. Joseph's Continuing Care Centre (a 64-bed continuing care hospital) in Sudbury, and Villa St. Gabriel Villa (a 128-bed long term care home) in Chelmsford.

Our Administrative team supports all three facilities and manages clinical, operational and financial services. We are a faith based organization guided by our core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring. Please consider joining our team of dedicated professionals if you share a genuine commitment to the wellbeing and care of our patients, residents and staff.

WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION(S):

QUALITY / RISK PLANNER

FULL-TIME PERMANENT

Hourly rate: \$24.61 - \$28.96

The Quality / Risk Planner develops, designs and recommends strategies or activities to track performance related to operational effectiveness, clinical quality, resident/patient safety, and regulatory compliance for our nursing homes and continuing care hospital. He/she provides consultation to individual programs in the evaluation of quality indicators and improvement strategies, and collates risk management data to identify potential areas of concern. Managing CARF Accreditation cycles for each facility is a key responsibility that involves updating reporting templates with new quality standards each year, preparing for audits, compiling evidence, managing the logistics of the on-site audits, and liaising closely with the CARF Accreditation team.

Additional duties include:

- Attending monthly Quality Council meetings (all sites) and quarterly Quality Council of the Board meetings
- Updating Quality Improvement Plans for each site and monitoring progress on planned improvement strategies
- Compiling data to track quality indicators
- Developing, disseminating and analyzing a variety of feedback tools including Staff Satisfaction, Patient/Resident Satisfaction, and Patient/Family Discharge surveys
- Compiling and analyzing Critical Incident summaries, hand hygiene audits and concern/complaint forms

QUALIFICATIONS:

- Diploma or degree in Business Administration, Healthcare Administration, Quality Management, Statistics, Data Management or related fields
- Strong project management skills and an ability to coordinate people, information and critical processes
- Experience or training in statistics, data analysis, outcomes analysis, database management and knowledge management
- Superior knowledge of Excel including spreadsheet development, advanced formatting and charting
- Strong organizational, presentation, facilitation and communications skills
- Experience in healthcare environments (long term care and/or hospital) is a definite asset
- Experience in managing and preparing for CARF or other healthcare accreditation processes is a definite asset

St. Joseph's Health Centre

Attention: Human Resources

1140 South Bay Road

Sudbury, ON P3E 0B6

Fax: 705-674-9550

Email: hr@sjsudbury.com

St. Joseph's Health Centre offers a competitive salary, comprehensive benefits package, HOOPP pension, and career development opportunities.

Please indicate the Job Title of the position to which you are applying in the subject line of your email or fax cover sheet.

Visit our website at www.sjsudbury.com

We thank all applicants for their interest and invite applications from persons with disabilities.

Only those applicants selected for interviews will be contacted.

Please advise at the time of contact if you require accommodations for your interview.

DEADLINE FOR APPLICATIONS: October 5 2018 at 4:00pm