



Executive Assistant Quality Risk Management Full-Time Term to March 31, 2020

JOB SUMMARY:

The EA for QRM provides is responsible for assisting and supporting the planning, developing, implementing, monitoring and evaluating the Quality Risk Management program. This role is responsible for confidential administrative support and communication in an effective manner, and in accordance with policies, procedures and directives. The incumbent reports directly to the Quality Risk Manager in preparing, organizing, and monitoring organizational activities and supports/facilitates numerous special projects.

JOB QUALIFICATIONS:

Knowledge of:

- Ability to develop and maintain positive working relationships with individuals, agencies, and employees in order to communicate program information, including the ability to obtain and respond to feedback from these individuals
- Analytical and problem solving skills to investigate and initiate corrective action to problems/issues encountered during the planning, development and delivery of operational initiatives, programs and services
- Excellent communication skills, both written and verbal to develop and maintain internal and external networks to achieve work objectives, with the ability to prioritize work in a team based setting
- Must have excellent organizational, time management, analytical, facilitation and presentation skills to manager multi-disciplinary responsibilities in a timely and effective manner
- Knowledge of HRRHSSA policies and procedures
- Knowledge of healthcare legislation in the NWT
- Must have demonstrated confidence managing multiple projects and activities in a dynamic environment and adhering to deadlines
- Must be able to act in a calm, composed manner while working in a stressful and sensitive situations
- Working knowledge of client safety concepts and of incident reporting systems
- Must be able to meet deadlines, work autonomously, collaboratively and in interdisciplinary team environment
- Demonstrated ability to facilitate team training and discussions

Skills:

- Advanced computer skills (word processing, spreadsheet, database, presentation, graphics and desktop publishing software), Internet use and research, and e-mail in order to prepare documents and communicate with the appropriate people.
- Excellent written and verbal communication skills to communicate effectively and efficiently.
- Excellent time management and organizational skills to be able to prioritize simultaneous work assignments in an environment where situations change rapidly.
- Project management skills to coordinate and produce projects on time.

Abilities:

- To work under pressure, handle multiple tasks, meet deadlines while displaying a calm and professional manner.
- To effectively prioritize and manage a workload based on competing demands and deadlines
- Multi-task a variety of on-going and ad hoc projects
- Maintain a high degree of confidentiality
- To work independently with very little guidance and/or supervision
- To interact with staff at all levels in a fast paced environment while remaining flexible, proactive, resourceful and efficient with a high degree to professionalism and confidentiality.

EDUCATION AND EXPERIENCE:

Typically, the above qualifications would be attained by: formal certification in a recognized Quality Improvement or Risk Management program; project management field; minimum of 5 years' experience in the health or social services fields

A copy of the *full* Job Description can be found at www.hayriverhealth.ca under the 'Employment' tab next to the posting.

Salary: Currently under review
Status: Full Time Term to March 31, 2020
Competition No: 047-19
Closing Date: July 23, 2019

Internal

In addition to an attractive salary, we offer a Northern Allowance of \$3.08 per hour up to \$5,999 per year. All job offers are subject to references, a satisfactory Criminal Records Check (including vulnerable sector search) and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

Interested applicant must submit a resume, quoting competition number to:

Human Resources
37911 Mackenzie Highway | 37911, route Mackenzie
Hay River NT X0E 0R6
Fax: (867) 874-8345
hrhssa_competitions@gov.nt.ca

*If you would like this information in another official language, contact us at (867) 874-8111
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*