



Hay River Health & Social Services Authority
Administration des services de santé et des services sociaux de Hay River

Quality Assurance Coordinator, Quality & Risk Management

Salary: Range 18, \$116,259 to \$138,879 per year (\$59.62 to \$71.22 per hour)

Status: Full Time, Indeterminate

Competition #: 008-26

Closing Date: May 27, 2026

The Quality Assurance Coordinator is responsible for the planning, coordination, implementation, monitoring and evaluation of Accreditation Canada Program and Policy Management Framework. This position provides subject matter support, policy interpretation, accreditation coordination, and analytical assistance to ensure alignment with legislation, standards, and best practices.

Qualifications:

- Knowledge of the Accreditation Canada Standards
- Excellent organizational and analytical skills.
- Exceptional interpersonal, communication skill (written and verbal), critical thinking, attention to detail and problem-solving skills.
- Must be able to act in a calm, composed manner while working in stressful and sensitive situations.
- Excellent report writing and presentation skills.
- Must have leadership, conflict resolution, consultation and negotiating skills.
- Intermediate computer skills in MS Word, Excel and PowerPoint, Email, Internet required. Working knowledge of MS Access, SPSS or Quality Management Database preferred.
- Ability to work with a wide range of data collection sources in health administration
- Must be able to meet deadlines, work autonomously, collaboratively, and in interdisciplinary team environment.
- Demonstrated ability to apply, teach and mentor teams in the use of accreditation and policy management.
- Knowledge of health care legislation in the NWT.
- Knowledge of legal aspects of health care including release of information, rules of confidentiality, privacy, and legalities in medical chart documentation, to provide strong educational leadership to management and staff in these areas.
- Knowledge of the healthcare delivery system, rights and responsibilities of health professionals, staff and patients in the NWT to handle complaints/concerns from clients.

Degree in health administration, health or social sciences; minimum of 5 years' experience in management in the health or social services fields; formal certification in a recognized Quality/Risk Management program.

In addition to an attractive salary, we offer a Northern Allowance of \$2.33 per hour up to \$4,538 per year, extended health and dental benefits, a generous relocation package, ample leaves, and abundant in-house training. 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.



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The Priority Hiring ranks shall be as follows:

- Indigenous Canadian, meaning a member of a Canadian First Nation, or an Inuk or Métis person;
- Long-Term Northern Resident, meaning a person who has lived at least half their lives in the Northwest Territories;
- People living with disabilities as defined in the Northwest Territories Human Rights Act, or members of the LGBTQA2S community;
- Northern Residents, meaning persons who have resided in the Northwest Territories for at least twelve (12) continuous months at the time of application.

Candidates shall be invited to identify their eligibility for Priority Hiring in the job posting at the time of application.

For full job description, including required knowledge, skills & abilities, please see job posting/job description on our website at www.hayriverhealth.ca under the 'Careers' section.

How to apply:

Applicants should send their resume via email to hrhssa_competitions@gov.nt.ca