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

Patient Care Coordinator, Acute & Ambulatory Care
Salary: Range 17, $111,130 to $132,717 annually ($56.99-$68.06/hour)
Status: Full Time, Term to August 2027
Competition #: 041-26
Closing Date: August 4, 2026

Effective November 1st, 2024, this position is eligible for a temporary Labour Market Supplement of up to $11,000 upon recruitment. Terms and conditions apply

The Patient Care Coordinator (PCC) in collaboration with the Manager, Acute & Ambulatory Care, is responsible for coordinating and supervising all aspects of the day-to-day patient care on the Acute Care Unit, Hay River Health and Social Services Authority during normal working hours. The PCC is a member of the health care team who uses the Nursing Process (assessment, planning, implementation, and evaluation) in accordance with the College of Nurses of the Northwest Territories and Nunavut Standards of Nursing Practice, the Canadian Nurses Association (CNA) Code of Ethics and the Hay River Health and Social Services Authority (HRHSSA) Policies to ensure the provision of competent physical, emotional, psychosocial, and spiritual care.

The PCC also develops, implements and evaluates the Infection/Communicable Disease Control for the Hay River Health & Social Services Authority. These programs are integral in preventing, treating and controlling infectious and communicable diseases and monitoring patient and resident health in accordance with the HRHSSA Policies and GNWT Legislation, Policies and Guidelines. The incumbent provides service reflective of the principles of primary health care and professional nursing standards.

Qualifications:

- Strong health assessment and clinical management skills
- Advanced knowledge of the Nursing Process
- Broad knowledge of program planning and evaluation
- The ability to create and maintain a supportive work environment
- Strong interpersonal and interdisciplinary communication skills
- Ability to deal pleasantly and effectively with a wide range of people of different ages and cultures, in potentially volatile and emotionally charged situations.
- Good computer skills and knowledge
- Knowledge of teaching/learning principles
- Knowledge of public health and workplace safety legislation
- Ability to use emergency and standard medical equipment
- Strong organizational skills
- Excellent written and oral communication skills
- Strong problem-solving skills
- Quality and risk management knowledge/experience
- Ability to work independently
- Strong team orientation

- Ability to collaborate with all HRHSSA departments to foster, promote, and facilitate active living and healthy lifestyle choices.
- Knowledge of teaching/learning principles
- Dialysis training is preferred or/the incumbent must agree to the willingness to complete Dialysis training when made available to meet operational requirements.
- Must be able to acquire within a reasonable time frame and remain current with the Non-Violent Crisis Intervention certification.

These skills are generally acquired through the successful completion of a bachelor's degree in nursing or equivalent. Current active registration with the College of Nurses of the Northwest Territories and Nunavut (CANNN) is required. Must have at least two years supervisory experience in an acute care setting or an equivalent combination of education, training, and experience. Position requires certification in Immunizations, ACLS, ENPC, TNCC, CPR, and WHIMIS. Training in Non-Violent Crisis Intervention, team building and infection control would be a definite asset.

The Patient Care Coordinator must be able to acquire within a reasonable time frame and remain current with the following training and certification:

- Emergency Drug Administration
- ECG Interpretation

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.

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.

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How to apply:

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