



Hay River Health & Social Services Authority | Administration des services de
santé et des services sociaux de Hay River
37911 MacKenzie Highway | 37911, route MacKenzie
Hay River, NT X0E 0R6

Telehealth Coordinator, Primary Care and Community Health

Salary: Range 8, \$36.16 to \$44.28/hour

Status: Casual, no guarantee of hours

Competition #: CA24-022

Closing Date: Open

The Telehealth Coordinator will plan, coordinate, support and promote the effective delivery of Telehealth; Teleconsult and Telemental Health services related to patient focused clinical applications, inter-professional education, research and administrative functions via the GNWT Telehealth network.

Qualifications:

- Excellent verbal and written communication skills comprehend and convey information clearly.
- Some experience in a clinical setting.
- General knowledge of clinic scheduling systems, billing system and general knowledge of reimbursements mechanism and payer requirements.
- Excellent computer skills and an ability to learn and comprehend the general technical requirements for the Telehealth systems. Ability and skill to proficiently operate a PC for Excel, Word, Internet and other software requirements as needed.
- Demonstrate ability to communicate effectively with physician and clinical staff.
- Ability to maintain confidentiality exercises discretion, use independent and mature judgement, work independently without supervision and commit to excellence.

These skills will usually be obtained from a high school diploma supplemented with a medical terminology course and two years experience in a computerized health care clerical work setting

In addition to an attractive salary, we offer a Northern Allowance of \$2.73 per hour up to \$5,332 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.

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.



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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 or via Fax to (867) 874-8345