

The Mission of Nipigon District Memorial Hospital is to deliver excellence in rural health care with our partners for all residents in our communities.



NURSING RESOURCE / PROJECT COORDINATOR

BARGAINING UNIT: NON UNION

SALARY:

START DATE: ASAP

WORK STATUS: FULL TIME

POSTING DATE: Nov 17, 2020

CLOSING DATE: Nov 23, 2020

Nipigon Hospital is committed to delivering health care in a manner that is consistent with Patient/Resident and Family Centred Care. Applicants are required to have a demonstrated knowledge and understanding and commitment to this philosophy of care.

QUALIFICATIONS

- Secondary School Graduation Diploma
- Previous Secretarial experience or business experience preferred
- Excellent organizational, time and project management skills
- Proficient keyboarding skills and the use of computer applications
- Demonstrated ability to attend work on a regular and sustained basis
- Willing and able to work flexible hours on occasion

DUTIES

The Nursing Resource/Project Coordinator is responsible for providing confidential nursing and clerical support, to the Chief Nursing Executive and Nurse Manager. The successful incumbent will also work collaboratively with other administrative and finance staff.

Must treat all information concerning patient affairs or illnesses and/or hospital business as confidential, privileged information, which must never be discussed except in the course of duty.

Support and assist the Chief Nursing Executive/Nurse Manager in the co-ordination and administration of general activities of the portfolio, including delegated responsibility for the implementation and ongoing maintenance of the StaffRight scheduling system for the organization.

Provide clerical and administrative support to the Chief Executive Officer as required and in the absence of the Executive Assistant.

Perform other duties as required.

SUBMIT APPLICATION TO:

Jacqueline Dorval, Chief Nursing Executive
Nipigon District Memorial Hospital, Box 37, 125 Hogan Road
Nipigon, ON P0T 2J0
Email - jdorval@ndmh.ca

Nipigon District Memorial Hospital is an equal opportunity employer. Upon request, we are prepared to provide accessibility accommodation.

Nipigon Hospital strives to ensure the safety and security of its patients, residents, visitors, employees and assets financial and otherwise. As one tool in the recruitment screening process, all offers of employment to external candidates shall be conditional upon a satisfactory Vulnerable Sector Check to ensure the absent of relevant criminal convictions.