



Opaskwayak Health Authority Rod McGillivary Care Home EXTERNAL Job Posting

Rod McGillivary Memorial Care Home is seeking a qualified individual to fill the role of **HUMAN RESOURCES/QUALITY & SAFETY COORDINATOR**. This is a full-time permanent position and is out of scope.

Job Summary

Reporting to the Care Home Administrator, the Human Resources/Quality & Safety Coordinator (HR/QSC) is responsible for the development, implementation and ongoing evaluation of Patient Safety Initiatives and practices in the Rod McGillivary Memorial Care Home (RMMCH). Working within the RMMCH vision, mission and strategic priorities, the HR/QSC will promote quality care and a culture of safety at all levels of the health care system to avoid or reduce harm to residents. The HR/QSC is responsible for providing support and direction for quality improvement initiatives in all programs and services ensuring the Accreditation Standards are adhered to. The HR/QSC is responsible for completion of tasks as assigned in the areas of benefits administration, employee on-boarding & orientation. QSC/HR works in a multidisciplinary team; follows OHA policies & procedures; develops high organizational competencies; and may assist with other duties within the department. The HR/QSC is responsible for advocating, providing information, educating & supporting residents to ensure that the highest possible standard of service is provided and; follows RMMCH mission, vision and policies & procedures.

Position Requirements:

- Certificate – Human Resources Administration (required)
OR Combination of education and experience (may be considered)
- Certificates: First Aid, CPR, Basic Life Support (preferred)
- Incident Command System Certificate
- 2 years of work experience in home care or long-term care (preferred)
- 2 years of experience providing services to a First Nations population (required)
- Experience in training/group presentations delivery (required)
- Experience in working with and interpreting collective agreements (preferred)
- Experience in health care field (preferred)
- Ability to communicate in Cree (asset)
- MS Office – Word, Excel, Outlook, PowerPoint (asset)

Closing Date: POSTED UNTIL FILLED

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume which includes Personal contact information** (phone & email)
- **Adult Abuse registry Check**
- **Criminal Record Check**
- Copy of **credentials** (licenses, training, education)
- Three **professional references** (colleague, supervisor or manager) including contact information (include position / title, current place of employment, phone number & email)

Your application **will not** proceed without this information.

All applicants are encouraged to apply, however first consideration for this competition will be given to current OCN employees, OCN members & Indigenous applicants. Applicants are requested to self-declare at the time of application.

To apply please submit your application to:

Nicole Lathlin, Acting HR
Rod McGillivary Care Home
Box 10790, 56 Kiche Maskanow Road, Opaskwayak, MB R0B 2J0
Email: nicole.lathlin@rmmch.ca

Please mark all correspondence **"CONFIDENTIAL"**.
Please note that only those selected for an interview will be contacted.