



..... *Every Child and Youth living life at their full potential*

At Grandview Children's Centre, we provide paediatric assessment, treatment, rehabilitation services and specialized programs, services and supports to children and youth with communication, physical and developmental needs and their families. We are dedicated to inspiring possibilities, fostering development, growth and personal achievement for the children and youth, their families and for our staff members. Our team-oriented approach supports our staff to collaborate, share ideas, and work with a variety of professional disciplines in a stimulating environment with an exceptional variety of opportunities in the field of paediatric rehabilitation.

If you are looking for a career that offers personal and professional rewards and makes a real difference and impacts the lives of others, then Grandview Children's Centre is the place for you! We are now accepting applications for the following position.

### ***Clinical Information Systems Support – Contract Full-time***

- *37.5 hours / week*
- *Commencing September 8, 2020 to March 31, 2021*

Under the general direction of the Clinical Information & Systems Manager, The Clinical Information Systems Support facilitates and supports staff with the clinical application of our Electronic Health Record (GoldCare), as well as supporting the Clinical Information & Systems Manager with ongoing GoldCare tasks. The Clinical Information Systems Support maintains established standards and practices; ensures the integrity and confidentiality of client records, maintains communication with all other staff members; participates in education, orientation and public relations as required, maintains a safe work environment, participates in the Centre's Quality Improvement Program (QIP) activities, and carries out other duties as assigned.

#### Key Duties and Responsibilities:

- Determine training needs of staff across sites
- Develop and revise education materials for GoldCare training
- Provide training to new staff on the use of GoldCare
- Provide regular GoldCare refresher sessions for staff
- Provide staff returning from leaves with training on changes during leave
- Facilitate consistent use of the software across all sites and users based on current practices
- Provide input into the development of best practices for new initiatives in GoldCare
- Respond to questions related to GoldCare
- Recommend outcomes to demonstrate increased user efficiency and effectiveness
- Perform GoldCare system duties as required (e.g., updating care plan templates, document manager templates, reporting elements)

#### You have:

- College Diploma or University Degree in Business Administration, Computer Sciences or Business Computer Applications certificate or related discipline
- Minimum of 3 years' experience in the relevant professional discipline or related experience
- Valid driver's license and access to a vehicle
- Demonstrated expertise in the use of GoldCare preferred
- An understanding of adult learning needs
- An exceptional ability to foster, support and implement innovation
- Effective verbal, written and presentation skills
- Strong problem solving and decisions making skills

- Superior interpersonal skills, with expertise in facilitation and coordination of information and conducting training sessions
- Demonstrated conflict resolution and critical thinking skills
- Proficiency in GoldCare and Microsoft Office Suite is required
- Ability to utilize HTML, SQL to develop report queries is an asset

Please forward your resume, specifying “**Clinical Information Systems Support – 20.38**” in subject line no later than July 20<sup>th</sup>, 2020 to:

Human Resources Manager  
Grandview Children's Centre  
600 Townline Road South  
Oshawa, ON, L1H 0C8

Email: [careers@grandviewkids.ca](mailto:careers@grandviewkids.ca)

Grandview is committed to inclusive and accessible employment practices. Should an applicant require accommodation during any stage in the recruitment process, please contact Human Resources.

*We thank all applicants; however only those selected for an interview will be contacted.*