



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

At Grandview Kids we provide family-centred 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.

The next three years will be a period of unprecedented growth as we work on a major capital expansion for our new facility.

If you are looking for an opportunity that offers personal and professional rewards, that makes a real difference and impact the lives of others, then Grandview Kids is the place for you! We are excited to be accepting applications for the following position:

Records Support Clerk

- *Contract Full-time (37.5 hours/week)*
- *May 1, 2021 to July 30, 2021*

Summary of Duties

Reporting to the Clinical Information Systems Manager the Records Support Clerk is responsible for projects in the clinical records support group, data verification, supporting projects involving detailed organization of clinical data, taking leadership and the initiative on complex digital projects including the creation of reports. Responsible for communication of issues related to data integrity and the projects assigned. This position is working in a team with staff and maintains communication with all other staff members; supports program efforts in Quality Improvement and Risk Management activities; participates in education; maintains a safe work environment and performs other related duties, as assigned.

Specific responsibilities include but are not limited to:

- Recording, inputting and organizing clinical data
- Creating reports and tracking data (experience in Crystal Reporting and Excel an asset)
- Communicating issues relating to data integrity
- Accessing Electronic Medical Record to verify data
- Taking initiative on complex digital projects
- Providing assistance to staff and troubleshooting to resolve problems

Qualifications

- High School Diploma or post-secondary education in a field related to Electronic Records Management, Computer Science, Health Informatics, Business Administration or a similar discipline
- 1-2 years relevant clinical records experience in a related setting preferred
- Other relevant business/computer courses or experience

You have experience with health information systems (e.g. GoldCare) and Crystal/Excel reporting and have excellent problem solving abilities. You have exceptional time management, organization and attention to detail, and demonstrated conflict resolution, interpersonal and communication skills. Preference will be given to candidates with proven similar experience in a fast-paced environment.

In order to meet Canada Summer Jobs Funding Program eligibility, which supports this role, applicants must be between 15 and 30 years of age at the start of employment, and legally entitled to work in Canada.

Please forward your resume and clearly state Job 21.47 by April 27, at 5:00 pm to:

Human Resources Manager

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

Website: www.grandviewkids.ca E-mail: careers@grandviewkids.ca

Grandview Kids aims to be deliberate in our consideration of diversity, defined as differences in race, colour, place of origin, religion, immigrant and newcomer status, ethnic origin, ability, sex, sexual orientation, gender identity, gender expression, and age. Recognizing and valuing diversity and equity must be accompanied by concerted efforts to ensure the inclusion of diverse and underrepresented populations, meaning that individuals must be and feel valued, respected and equally supported. We invite applicants in the above defined areas to apply.

Grandview Kids is committed to complying with all applicable standards as set out in the Accessibility for Ontarians with Disabilities Act, 2005 (AODA). If you have accessibility needs and require alternate formats or other accommodations, please contact us.

We thank all applicants. Only those selected for an interview will be contacted.