



Every child and youth living at their full potential

About Grandview Kids

Grandview Kids provides an array of specialized programs, rehabilitation services, and outpatient clinical treatments to children and youth with physical, communication, and developmental needs. Programs and services – which are delivered at the Centre, in the community, at schools, and in-home – include: medical consultation, assessment, and diagnosis; audiology, autism support; complex care program; occupational therapy; physiotherapy; respite services; social work; speech-language pathology; therapeutic recreation; and family engagement. Grandview Kids actively participates in research to support innovation in rehabilitation science, to advance organizational capabilities, and to better serve caregivers and the developmental needs of their children and adolescents. As an organization, we are dedicated to inspiring possibilities, fostering development, and supporting growth and personal achievement with our clients, caregivers, and team members. Through a collaborative, multi-disciplinary approach, members of Team Grandview strive to provide culturally safer, inclusive, and innovative evidence-informed care that meets the unique needs of each client.

Grandview Kids is now accepting applications for the position of:

Clinical Information Systems Administrator – 1 Position

- Regular Full-Time (1FTE) – 37.5 hours per week
- Commencing September 2025
- Salary: \$64,408.50 - \$75,348.00 per annum, depending upon experience
- In Person/Onsite

Under the direction of the Manager, Clinical Information and Systems, the Clinical Information and Systems Administrator (CIS Administrator) will provide support for clinical information systems and related processes across Grandview Children's Centre (Grandview Kids). The CIS Administrator will provide expertise in a system administrator capacity by providing support for the electronic health record (EHR), including critical system maintenance, testing, support issues, user setup, orientation and user training, and report development. The CIS Administrator maintains professional competence, maintains communication with all other staff members; participates in education, participates in the Centre's Quality Improvement Program; maintains a safe work environment and carries out other duties as assigned.

Responsibilities

The CIS Administrator provides support in maintaining the quality and integrity of the Electronic Health Record (EHR) system by:

- Analyzing, evaluating, and applying knowledge and best practices to develop and sustain the EHR system to its fullest
- Completing setup for services, forms, and other workflows
- Testing and coordination of upgrades and enhancements to the system
- Liaising with information technology support to manage system upgrades
- Coordinating with software vendors for system support and troubleshooting
- Providing technical expertise in the setup and interface of clinical information systems, including APIs
- Testing new features of the EHR, ensuring smooth functioning of software, and updating configurations as required
- Providing technical assistance to users and managing user access for various clinical information systems
- Supporting routine compliance monitoring, including audits and arranging quarterly clinical chart audits
- Designing, developing, maintaining, and providing access to custom reporting, including the development of dashboards
- Participating actively in Centre staff meetings and department meetings
- Completing onboarding for new staff and providing ongoing training for existing staff
- Using change-management strategies to facilitate new learning for users
- maintaining confidentiality in accordance with organizational policies and procedures
- The CIS Administrator performs other duties as assigned.

Qualifications

- University degree in a computer-related field or equivalent combination of education and related work experience
- Minimum of 2 years related work experience, including system analysis and system integration
- Demonstrated experience with Electronic Health Record (EHR) systems (GoldCare and AlayaCare preferred)
- Proven experience with the implementation and/or maintenance of EHR systems

- Experience with end-user training, SQL, HTML, and JSON
- Proficient in the use of digital, electronic and automated information systems
- Ability to test applications and troubleshoot systems
- Ability to work independently and with minimal supervision
- Effective communication skills and the ability to interpret, apply policies, regulations and directions
- Strong organizational and time management skills and demonstrated skills in problem solving
- Valid driver's licence and reliable vehicle, or access to reliable/appropriate transportation

How to apply

Please submit your cover letter and resume for Job 25.100 CIS Administrator by 5:00 PM on August 20th, 2025 through the following link: [Apply Here](#)

Please address your correspondence to:

Human Resources

Grandview Kids

1461 Harwood Ave North

Ajax, Ontario L1T 4T9

Our commitment to belonging

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 throughout this process, please contact Human Resources.

Land acknowledgement

The lands, waters, nature and sky that Grandview Kids is privileged to exist within have long been home to the Michi Saagiig Anishinaabeg. We acknowledge the lands of the traditional and treaty territories covered under the Williams Treaties, including the Mississaugas of Scugog Island First Nation, Alderville First Nation, Hiawatha First Nation, Curve Lake First Nation and the Chippewa Nation of Georgina Island, Beausoleil and Rama. We are responsible for building stronger relationships with clients, caregivers, partners and colleagues from First Nations, Métis and Inuit communities. Through our shared values of belonging, excellence, connection discovery and celebration, Grandview Kids commits to seeking truth and upholding reconciliation.

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