



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:

Privacy and Health Information Coordinator (Contract Full-Time)

- 37.5 hours per week (1FTE)
- Salary: \$72,793.50 - \$85,156.50 annually, depending upon experience
- Contract Duration: October 2026 – October 2027
- On-site

Under the direction of the Clinical Information and Systems Manager (CIS Manager), the Privacy and Health Information Coordinator, provides support to the CIS Manager; develops best practices in Health Records Management and reviews best practices policies; ensures the integrity and confidentiality of client records; maintains communication with all other Grandview staff; participates in education, orientation and public relations as required; maintains a safe work environment; participates in Grandview's Quality Improvement Program activities; and carries out other duties as assigned.

Responsibilities

Duties will include but are not limited to:

- Drafting and revising policies and procedures with special attention to privacy considerations, maintaining health records, ensuring compliance with current privacy legislation
- Identifying the privacy needs of Grandview Kids (in collaboration with CIS Manager), including maintaining Grandview Kids' Privacy Statement
- Revising and monitoring privacy audit processes, including performing audit logs in Alayacare Employee Records
- Reporting of privacy breaches, both internally and externally as required by Grandview policy and legislation
- Maintaining, monitoring and revising consent processes and forms as required, including developing consents for specific events/situations
- Raising staff awareness and providing staff education regarding privacy considerations and policies, and guiding staff regarding consent requirements
- Responding to inquiries from parents/caregivers, physicians, other agencies, child-care centres and Grandview staff
- Processing release of records requests
- Responding to families and legal representative requests (including requests for staff attendance as witness with the client record)
- Preparing and distributing reports, and other prepared materials, as required
- Providing educational seminars and workshops to families and clients

Qualifications

- At least 3 years previous similar privacy experience working within health records
- CHIMA Certification is required
- CIPP/C certification or equivalent required with expert knowledge of privacy standards and current legislation and requirements
- CIPM certification or equivalent with experience working with health records an asset
- Expert knowledge and experience in privacy standards, ethics and legislative requirements
- Well-developed communication skills, including verbal, written, negotiation, presentation and listening skills

- Strong problem-solving, time management and organizational skills
- Valid and clear Police Record Check including Vulnerable Sector Check
- A valid Ontario Driver's License and consistent access to a reliable vehicle, or appropriate transportation for the role

How to apply

Please submit your resume for Job 26.76 Privacy and Health Information Coordinator through the following link: [Apply Here](#)

Please address your correspondence to:

Human Resources

Grandview Kids

1461 Harwood Avenue North

Ajax, ON L1T 0R3

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.