



**Internal Job Posting
For
Data Quality Assurance and Intake/Assessment Coordinator - .60 FTE**

Preamble

Fort Frances Tribal Area Health Services Inc. is a corporation that provides health care, mental health and addiction treatment services to the 10 First Nations.

Position Summary

Reporting to the Manager of Mental Health Services, the Data Quality Assurance Intake/Assessment Coordinator is responsible for responding to referrals to the Behavioural Health Service's programs and screens/assesses for service eligibility according to program eligibility criteria. The Data Quality Assurance and Intake/Assessment Coordinator develops and maintains good working relationships with referring agents. Completes all GAIN SS/GAIN Q3 assessments.

Job Duties

- Interviews clients or the client's representative to obtain accurate demographic and enters information into the client information system in an accurate fashion;
- Works as a liaison between referred individuals and outside agencies/facilities to ensure that correct information is gathered in order to provide an appropriate assessment of service eligibility or transfer;
- Verifies referred individuals for service eligibility based on Behavioural Health Service's program eligibility criteria;
- Collates and maintains intake and admission tracking data on the client information system and communicates accurately and efficiently to Behavioural Health Service programs regarding admissions data;
- Provides excellent customer relations with referring agents and the general public;
- Enters all data from intake and referral into EmHware system;
- Assists in the training and development of all staff with data entry;
- Liase with all NNADAP/CWW/AHWS workers to ensure community needs and identifies gaps in services;
- Works with Traditional Healers and Elders for program data inclusion;
- Regularly audits all data for quality assurance;
- Assists the Director of Behavioural Health with research, development, and proposal applications;
- Maintains waitlist and coordinates intake cycles with appropriate Behavioural Health Services.

Qualifications

- Degree in Social Work, Psychology or related discipline;

- Must demonstrate the ability to respond calmly and appropriately in emotional situations;
- Must be proficient in word processing and computer usage experience;
- Must have the ability to communicate effectively in both oral and written form;
- Must have proven ability in the Data Management systems of Behavioural Health Services and understand PHIPA regulations;
- Anishinaabemowin – Ability to communicate effectively in Ojibway a definite asset;
- Have documented experience working with First Nation health and/or social service agencies;
- Knowledge of Anishinaabe culture, practices and norms or an openness and willing to learn;
- Experience working with First Nations people, organizations and communities;
- The successful applicant must be able to provide a clear Vulnerable Sector Criminal Records Check.

Requirement for Submissions

ON YOUR COVER LETTER, YOU ARE ENCOURAGED TO IDENTIFY THAT YOU ARE A MEMBER OF A FIRST NATION COMMUNITY.

*Applications must include a signed cover letter, resume, and list of three (3) EMPLOYMENT RELATED references. **Applications received without a signed cover letter, resume or three (3) EMPLOYMENT RELATED references are incomplete and will not be accepted.** Interested applicants can forward their information to Cathy Handberg, Human Resource Manager as per below:*

Mailing Address:

P.O. Box 608

Fort Frances, ON

P9A 3M9

Fax: (807) 274-9669

email: chandberg@fftahs.org

Deadline for application submission: Friday, November 9, 2018.

A complete job description is available upon request.

Fort Frances Tribal Area Health Services Inc. welcomes applicants from people with disabilities. A modified space is available upon request for candidates taking part in all aspect of the selection process. While we appreciate all who apply, we will only contact those persons selected for an interview. Miigwech, Thank You