


Virtual Emergency Support Coordinator			Job Description	
	Status: Full Time (Contract)	Supervisor: Director of KOeTS		Wages: Salary
	Department: KO eHealth Services		Location: Balmertown	
	Revision Date:		Effective Date:	
Employee name (printed):			Employee signature:	
Supervisor name (printed):			Supervisor signature:	

**SUMMARY**

The Virtual Emergency Support Coordinator is the lead of the Virtual Emergency Support Program under the directions of the KOeTS Director. S/he coordinates the implementation of program expansion. S/he is responsible for engaging the program partners, health care professions as well as providing the required training. S/he leads the discussions with communities carry out the communication with Chiefs and Councils and Health teams.

**Responsibilities:**

**1. Coordinates the implementation of the program expansion**

- a) Coordinates the implementation of the program expansion
- b) Initiates engagement of health professionals in the new sites
- c) Trains health professionals i.e. physicians on PCVC and nurse’s mock calls
- d) Engages project partners
- e) Monitors engagement activities
- f) Drafts agendas and attends project partners meetings
- g) Coordinates assessment and installation activities with KNET
- h) Provides progress notes to the working group

**2. Leads the Community Engagement**

- a) Travels to the sites enrolled in the program for assessment and evaluation.
- b) Engages with the tribal council’s health directors in Sioux Lookout
- c) Leads the discussions with communities carry out the communication with Chiefs and Councils and local health directors

- d) Receives BCRs or letters of support for the projectLeads the physical site assessment of the new sites
- e) Provides detailed reports of assessment findings
- f) Drafts materials for community presentations i.e. ppt, poster

### **3. Monitors the clinical activities of the Virtual Emergency Program**

- a) Coordinates conducting the weekly mock calls with the nursing stations enrolled in the project
- b) Trains health professionals i.e. physicians on PCVC and nurse's mock calls.
- c) Coordinates tracking the utilization of the Virtual Emergency units.

### **4. Maintains efficient communication with the communities enrolled in the project.**

- a) Acts as the point of contact for the virtual emergency program activities.
- b) Receives feedback from the health teams at the nursing stations regarding the delivery of the Virtual Emergency Services
- c) Follows up with the community doctors and obtains their feedback regarding the delivery of the services.
- d) Takes the lead in maintaining and updating the profiles of the communities enrolled in the project.

### **5. Demonstrates commitment to KO eHealth staff team**

- a) Participates in regular KO eHealth staff meetings and regional clinical meetings.
- b) Participates in annual performance evaluation as required.
- c) Participates in training and updating activities as required as per goals set during annual performance appraisal.
- d) Maintains good communication links with the communities to facilitate effective telemedicine activities.
- e) Undertakes special projects and research as required.

## **Knowledge, Skills and Abilities**

1. In good standing with the College of Nursing as a RN or have Master's degree in public health administration or a post-secondary degree in an appropriate health discipline and five years of experience working in the healthcare field.
2. Experience in implementing and managing large-scale community-based projects; familiarity with project management tools and techniques

3. Knowledge and understanding of Indigenous culture and values, and of the geographical and health care challenges of Indigenous people and Indigenous organizations in Ontario.
4. Indigenous community-based experience is preferred; administrative experience in a health or social service field is an asset.
5. Experience working with diverse partners; familiarity with health system in the district.
6. Strong organizational skills with excellent attention to detail.
7. Excellent interpersonal and communications skills, both oral and written.
8. Ability to work independently or as part of a team.
9. Ability to multi-task in a fast-paced work environment and complete work on schedule.
10. Proficiency in computer programs such as M/S Word, Excel, and the use of email; ability to learn communications technology and systems software quickly.
11. Dedication to service excellence.

Location: Balmertown, Ontario

Job Type: Contract (Until end of March,2020)

Deadline for applications: September 20, 2019

Please send cover letter, resume and three references to: [kotmreception@kochiefs.ca](mailto:kotmreception@kochiefs.ca)