

MEDICAL RECORDS ARCHIVIST (2282)

PERMANENT/TEMPORARY FULL-TIME

DEPARTMENT:	Medical Archives (750103)
WORK LOCATION:	Chisasibi
UNION:	CSN
STATUS:	1 Permanent Full-Time & 2 Temporary Full-time
HOURLY SALARY:	Min. (1) \$23.12 - Max (12) \$33.61

SUMMARY OF THE POSITION

Medical records archivist who, under the authority of the head or assistant head of the archives department, trains, co-ordinates and oversees one or more medical records archivists, as well as other staff members in various job titles.

REQUIREMENTS

Education:

- Diploma of college studies in medical records techniques recognized by the Ministère de l'Éducation, du Loisir et du Sport, or a diploma recognized by the Association Québécoise des archivistes médicales or the Canadian Health Information Management Association (CHIMA);
- Member in good standing of AGISQ is an asset.

Experience:

- Two (2) years of relevant experience (an asset);
- Work experience in the health and social services sector (an asset);

Knowledge and Abilities:

- Knowledge of various laws concerning the management of information of the Health of Quebec, such as Access to Information Act, LSSSS and chapter S-5, Archives Act, Act respecting the legal framework of the information technologies etc.
- Knowledge of the features of an IPM is an asset;
- Knowledge of the features of an interface is an asset;
- Knowledge of coding standards for ICD-10-CA, CCI and ICD-O;
- Good knowledge of the normative framework of I-CLSC;
- Learning agility of IT softwares;
- Good command of Med-Echo system and Microsoft Office suite (Word and Excel) and knowledge of Impromptu (an asset);
- Knowledge of DSQ, SI-PMI, Crystal-Net applications and a forms management module is an asset;
- Knowledge of Medipatient ADT and MediDex, IPMR concept and interface functionality (an asset for future deployment projects);
- Excellent interpersonal skills and ability to work as part of a team;
- Flexibility and ability to adapt to change;
- Analytic skills, ability to organize work and set priorities and attentive to details.

LANGUAGE

- Fluent in English;
- Fluency in Cree or French is an asset;



BENEFITS AND COMPENSATION

- Distance allowance between \$ 6,099 / year and \$ 20,825 / year depending on the community and family status;
- Annual retention premium between \$ 5,000 and \$ 11,750 depending on years of service in the North;
- Cargo premium to compensate for the transport costs assumed by the employee to purchase food;
- Accommodation provided - furnished, heated, lighted (family or single person);
- Moving and storage costs paid;
- Three (3) or four (4) annual paid round trip trips for you and your family to your point of employment;
- Group insurance plan;
- Defined benefit pension plan (RREGOP)

*Employees of the health and social services network may request unpaid leave to work in a northern institution (up to 48 months).

ABOUT US:

The Cree Board of Health and Social Services of James Bay is responsible for providing health and social services for all persons residing permanently or temporarily in the Eeyou Istchee region, the Cree Territory of James Bay. It is a remote region in northern Quebec made up of nine communities of the Cree Nation, an Indigenous population of nearly 18,000 people.

The health and social services offered are front-line services provided in the nine local CMCs as well as second-line services through the regional hospital centre in Chisasibi. When second- and third--line services cannot be provided in the community, patients are transported to institutions affiliated with McGill University's Réseau Universitaire Intégré de Santé (RUIS).

POSTING START/END DATE:	08/31/2021 – 11/30/2021
HOUSING PROVIDED:	Yes
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7 / 35

HOW TO APPLY

To apply, please forward your resume to:

Cree Board of Health & Social Services of James Bay

Tel 514-861-5955 Fax 514-989-7495

Email jobs.reg18@ssss.gouv.qc.ca

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.