

MÉTIS NATION OF ONTARIO JOB POSTING

ONTARIO TELEMEDICINE NETWORK (OTN) COORDINATOR

Internal/External Job Posting

Locations: Ottawa, Ontario

Determinate, Full-time

Closes: December 10, 2018 - 4:30 p.m.

Posting: 121018-OTN-OTT

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers>

The Métis Nation of Ontario (MNO) Healing and Wellness Branch (H&W) is seeking applications for the position of Ontario Telemedicine Network (OTN) Coordinator in Ottawa, Ontario. This is a determinate, full-time position.

The OTN Coordinator will work under the direction of the Manager of Mental Health and Addictions. Responsibilities for daily operation of clinic Telemedicine sites include: scheduling appointments, set up and test equipment, collect evaluation data, support MNO staff and providers during consultation, and promote program within the MNO.

In carrying out the following duties, it is expected that the OTN Coordinator will:

- Fully understand the significance and fundamental importance of MNO's *Statement of Prime Purpose* to all MNO's work, and to the requirements of the position specifically.
- Adhere to MNO *Policies and Procedures* and MNO's *Financial Policies and Procedures* and all other applicable policy.
- Comply with and model MNO's *Standards of Professional Conduct*.
- Adhere to all applicable privacy law and respect confidential information at all times.
- Be cognizant of and compliant at all times with the MNO workplace *Policies and Procedures*, the Ontario Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code and other legislative and policy provisions governing the MNO workplace.
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario *Policies and Procedures* and transfer payment/contribution agreements.
- Work in collaboration within the Healing & Wellness branch, other MNO branches, MNO leadership, MNO citizens and MNO contractors and consultants on related projects.
- Act as an advocate on behalf of the MNO.
- Attend and participate in the MNO Annual General Assembly (MNO Policy 2.120) and MNO public service training as directed.



Métis Nation of Ontario
Human Resources

Métis Nation
of Ontario 
— 25 YEARS —

Reporting to the Manager, Mental Health and Addictions, the duties include but are not limited to:

1. Serve as the primary contact for scheduling of the telemedicine and video conferencing rooms;
2. Coordinate to ensure all problems and system development needs are addressed (in collaboration with OTN and MNO IT dept.)
3. Provide excellent public relations and client centered support for the marketing of telemedicine services available
4. Assist in data collection and report generation under the direction of the Manager of Mental Health and Addictions
5. Other related telemedicine duties as directed by the Manager of Mental Health and Addictions
6. Assist provider to set up an appointment for clients to consult through telemedicine unit with specialty providers
7. Remind patient, MNO staff and provider in a timely matter of their telemedicine consultation;
8. Make sure successful video connection has been made, and stand-by during consultation to provide technical assistance when necessary
9. Assist MNO staff, client and provider with paperwork requirements prior to the telemedicine consultation as indicated in the telemedicine policies and procedures
10. When applicable, facilitate the coordination of MNO administrative meetings and continuing educational programming utilizing the telemedicine equipment and/or for other external consultants when requested

Mandatory Qualifications:

- Completed Post-Secondary education in related field is preferred; however, a minimum of 2 years' experience in providing administrative support in a client services related area
- Experience in working with Indigenous persons, particularly Métis
- Experience with data management
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)
- Successful completion and maintenance of a Police Security Check
- Ability to work extended hours or on weekends as required

Requirements:

- Knowledge of mental health/health related barriers that Métis face and a client centered perspective to aid in meeting those needs
- Knowledge of the Métis Nation of Ontario governance, programs and services
- Effective communicator and time management skills, ability to manage multiple priorities and meet deliverables within deadlines
- Must be able to work independently with minimal supervision
- Must possess excellent client/customer relations skills
- Willingness and ability to travel throughout Ontario
- Ability to lift 11.5 kg when required

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Preference may be given to qualified Métis candidates.