



Title: Specialist Clinical Coordinator
Department: Health
Community: Iqaluit
Reference Number: 10-508335
Type of Employment: Indeterminate

Salary: \$69,745 to \$79,165 per year for 37.5 hour per hour/week
Northern Allowance: \$16,008 per year
Union Status: Nunavut Employees Union
Housing: Subsidized Staff Housing is not Available
Closing date: June 21, 2024 @11:59 PM EST

This employment opportunity is restricted to residents of Iqaluit only.

Reporting to the Nurse Manager, Clinics, the Specialist Clinical Coordinator (Coordinator) is a member of the client care team that coordinates all aspects of the medical referral process for Nunavummiut requiring care from a specialized healthcare provider. The Coordinator is responsible for providing efficient and consistent delivery of administrative support within the department. The Coordinator also ensures the effective operation of clerical duties and that other office work/processes are prioritized and referred to the proper authority.

The Coordinator is responsible for coordinating client referral services at the Qikiqtani General Hospital (QGH), collaboration with other members of the Specialist team, including but not limited to, Specialist Clinics Nurses, Nurse Case Managers, Administrative staff, Visiting Specialist and Technologist, Referring Clinicians, Medical Travel Programs, and clients/families as appropriate. This position has a direct impact on the delivery of services to Clients and ensures the smooth running of the visiting specialist clinics. This is applicable for Iqaluit and all Qikiqtaaluk patients. Other duties of the position may include coordinating with Medical Travel Coordinators in each community to ensure that clients flights and accommodations are scheduled properly for their appointments in Iqaluit as well as providing reminder calls and ensuring that clients are notified of their appointments in a timely manner.

The knowledge, skills and abilities required for this job are usually obtained through completion of high school diploma along with one year of office experience. Medical Clerk Interpreter training or experience working in a referral-based clinic setting are considered as assets. This is a Highly Sensitive Position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

The Official Languages of Nunavut are Inuktitut, English and French. Applicants may submit their resume in any of the official languages of Nunavut. Fluency in Inuktitut is required for the position. Knowledge of Inuit communities, culture, land, Inuit Qaujimagatuqangit, Inuktitut and experience working in a northern cross-cultural environment are also considered assets.

Acceptable combinations of education and experience may be considered for this position. We encourage you to apply if you have equivalent years of education and/or experience equal to the education and experience requirements listed above.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to IqaluitApplications@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a representative workforce, therefore priority will be given to Nunavut Inuit who self-identify as being enrolled under the Nunavut Agreement in accordance with the Priority Hiring Policy.
- Government of Nunavut employees serving a probationary period must obtain and provide written authorization from the deputy head of their employing department. The authorization from the deputy head must accompany your application for your application to be considered.
- Possession of a criminal record may not disqualify candidates from being considered. An assessment of the criminal record will be measured against the scope and duties of the position. This is only a requirement for positions that require a satisfactory criminal record or vulnerable sector check.
- Applicants may submit their resume in any of the Official Languages of Nunavut.
- Only those candidates selected for an interview will be contacted.
- The onus is on candidates in receipt of foreign post-secondary education credentials to have their foreign credentials assessed through a recognized Canadian education institution. Failure to do so may result in the rejection of their application.

CONTACT: Department of Human Resources
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<https://gov.nu.ca/en/employment-training-and-career-development/job-listings>

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