

## Sample Health Services Integration Coordinator Job Description Tool

### Description:

This tool is a sample job description for a Health Services Integration Coordinator. The tool indicates the positions overall responsibility, key functions, qualifications, and terms of employment.

### How it can be used:

Organizations looking to undertake a health service integration initiative should engage the services of someone to coordinate the initiative. This individual and others involved need to know what the position's responsibilities are and what qualifications should be used to select the individual with the necessary competencies to efficiently and effectively support the work of the initiative. The Director of Health and/or the Selection Committee can use this tool as a starting point to customize the job description to meet the local situation and the nature of the health service integration initiative.

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**POSITION:** HEALTH SERVICES INTEGRATION COORDINATOR

**REPORTS TO:** Director of Health

**DIRECT REPORTS:** None

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### OVERALL RESPONSIBILITY

Health service integration projects support improved access and quality of services. The position works with integration project groups to support health service integration project activities. Activities include facilitating information gathering and sharing, meetings management, project administration, collaboration building, decision-making, planning, implementation, evaluation and reporting.

### KEY FUNCTIONS

1. Works with key stakeholders to identify needs, assets and opportunities to develop and enhance health services access and quality.
2. Assists to identify and arrange for any training (e.g., cultural) required by the group.
3. Assists with relevant information gathering to support the group's decision-making.
4. Works with the group to establish operating norms such as how to handle disputes.
5. Provides guidance and support for the group's relationship building and collaborative efforts.
6. Ensures the effective flow of information between the group and other key stakeholders.
7. Provides meetings management support (e.g., agendas, minutes, information) to groups involved in health services integration initiatives.
8. Facilitates the group to make decisions concerning areas of common interest and a strategic and annual action plan for one or more health service integration initiatives.
9. Manages the implementation, monitoring and control of approved action plans to ensure the desired outcomes are achieved.
10. Facilitates contract administration services to ensure research activities and service agreements or other related deliverables are awarded and in compliance.
11. Works with indicators and other processes to ensure key activities are delivered effectively, consistently and in a timely manner.

12. Resolves implementation issues with stakeholders and works to keep any budget within the amount available.
13. Provides regular communications on the initiative and prepares formal reports to relevant stakeholders.
14. Documents each group's project progress and results.

## **QUALIFICATIONS**

- Post-secondary Diploma/Degree in Health, Administration or a related field, or equivalent combination of related experience and training;
- Minimum three years of administration, project management, financial processes and group decision-making experience, preferably in health services ;
- Experience in the development of relationships and partnerships;
- Strong organizational, interpersonal and facilitation skills;
- Excellent oral and written communication skills;
- Knowledge and understanding of First Nations culture, community, socio-economic issues and health services;
- Proficient in the use of technology (Microsoft Office, etc.) and demonstrates knowledge of information systems;
- Ability to interact effectively with a variety of people and be able to work as part of multi-disciplinary team;
- Experience in asset mapping and community needs assessments would be valuable;
- Enrollment in or completion of the Certified First Nations Health Managers Program would be an asset.

## **TERMS OF EMPLOYMENT**

- This is a term position
- Must be willing to submit to an oath of confidentiality
- Willingness and ability to work after regular hours and/or on weekends when required