



**INTERNAL / EXTERNAL
JOB POSTING**

**Bilingual Patient Navigator (0.5FTE) - Regional Diabetes Programs (DCO)
Bilingual Project Coordinator (0.5FTE) - Community Diabetes Education
Program of Ottawa (CDEPO)
Fixed term full-time contract of 14 months**

Position Summary:

The Diabetes Central Ottawa Patient Navigator is responsible for triaging referrals from primary care and other health care providers to community diabetes education programs in Ottawa and community lung health programs across the Champlain LHIN according to triage criteria. The Patient Navigator is responsible for communication with referring providers and, where appropriate, clients, to ensure appropriate and complete referrals; promotion of diabetes education and lung health programs; and maintaining relationships with diabetes education & lung health programs and other stakeholders.

The CDEPO (Community Diabetes Education Program Ottawa) Project Coordinator is responsible for coordinating special projects and quality improvement initiatives for CDEPO including the Communities of Practice project, triage/intake project, follow-up on CDEPO's recent program evaluation and other projects as assigned.

Requirements

- University degree in health or social sciences or equivalent combination of education and experience
- Good knowledge of the health care system.
- Demonstrated ability in critical thinking and judgment
- Comfort with new and evolving processes and ability and experience with identification of system improvements
- Excellent verbal and written communication skills in English and proficient verbal and written skills in French
- Attention to detail and experience with data collection
- Awareness of diabetes education programs and service delivery models
- Experience or interest in communications or promotions
- Demonstrated skills in leadership, organization and problem-solving
- Ability to function as a member of a team, share roles and work cooperatively with other team members
- Ability to work independently and set work priorities in collaboration with team members
- Strong interpersonal skills
- Experience in communicating with physicians and other health care providers
- Computer proficiency with Microsoft programs including intermediate level skills in Excel
- Demonstrated experience in program development initiatives in a health care setting.
- Ability to conduct basic literature searches

Desirable

- Registered Health Professional
- Knowledge of existing strategies and evidence based practices for diabetes education, diabetes clinical practice guidelines and self-management support
- Experience working in a community-based diabetes education program
- Experience facilitating groups
- Experience in conducting continuous quality improvement cycles in a health care setting

Language designation:

English, written and spoken

French, written and spoken

Fixed Term: November 2017 to January 2019 (0.5FTE DCO / 0.5FTE CDEPO)

Hourly Rate: \$31.507 - \$37.961 per hour

Pension: Healthcare of Ontario Pension Plan (HOOPP)

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **November 10, 2017 by 11:59pm** to jobs@centretownchc.org.

Please note the following:

- The subject line of your email should read “Patient Navigator (0.5FTE) / Project Coordinator (0.5FTE)”
- The file name for your resume should read: “(last name)_(first name)_ Resume
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

CCHC is an equal opportunity employer and values diversity in its workforce. Do not hesitate to contact us if you require alternative arrangements to submit your application.

Candidates with a disability requiring accommodations during the interview process should advise Human Resources so arrangements can be made.