



EMPLOYMENT OPPORTUNITY

ACCREDITATION COORDINATOR (*Term position*)

Deadline: January 22, 2018, 12:00 p.m.

The **ACCREDITATION COORDINATOR** is responsible for the implementation / coordination of the accreditation process in accordance with **Accreditation Canada**. The Accreditation Coordinator reviews standards, policies, and procedures to assure compliance with accreditation standards. The position reports to Health Director.

JOB DUTIES:

- In collaboration with the Health Director and Supervisors, develop and lead an Organizational Self-assessment team
- Implementing the self-assessment process, analyzing results, and providing recommendations to the Health Director and / or team
- Provide orientation to staff, teams, and other stakeholders on the accreditation and standards / measures process
- Schedule and facilitate regular meetings with the Organizational Self-assessment team
- Develop and implement a communications plan to ensure that all relevant parties are kept apprised of the progress
- Develop and maintain database of documents that demonstrate conformity to accreditation standards and measures
- Provide insight and guidance to staff on how to interpret and use of the Accreditation Canada guidelines
- Assist in conducting workshops, meetings relating to accreditation or reaccreditation
- Review, track, and respond to applications, annual reports, and other documents related to the accreditation process
- Other related duties as assigned

REQUIREMENTS:

- Knowledge and understanding of accreditation process
- Basic Computer and technological skills, especially Word, Excel, Adobe and internet (preparation of documents in various formats such as PDF, Word, etc.; electronic file naming, uploading documents)
- Excellent interpersonal skills
- Excellent organizational skills and strong attention to detail
- Team building skills
- Analytical and problem solving skills
- Decision making skills
- Effective Public Relations and Public Speaking skills
- Reliable vehicle and Driver's License, an asset

Please submit COVER LETTER and RESUME TO:

Beatrice MacDonald, Human Resources

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Only those short-listed will be contacted for interviews