



EMPLOYMENT OPPORTUNITY:

IT & Data Management Coordinator 1.0 FTE

Summary of Position:

The Fort Frances Family Health Team (FHT) and the Fort Frances Physicians Group (FFPG) are looking to fill the position of **IT & Data Management Coordinator**, who, under the direction of the FHT Office Manager and FFPG Business Manager will primarily be responsible for the following, but not limited to, essential duties: providing timely IT support to FHT/FFPG staff including work stations, phone system, EMR, fax machines, firewall and all other technical systems, install/configure/deploy as required, maintain inventory for FHT/FFPG, data collection, liaison accordingly with various stakeholders, maintain privacy, develop policies & procedures to support existing and new computer systems.

Qualifications:

- College diploma in IT program
- 2-3 years previous experience in similar role (healthcare)
- Valid Ontario Driver's License
- Clear Vulnerable Sector Check
- Ability to prioritize tasks
- Analytical and problem-solving skills
- Exceptional communications skills – written, oral and telephone

Wage Range:

\$40,000 to \$50,000 per year (starting wage to reflect previous education/experience)

Please submit a cover letter and resume by email or in writing by
5:00 PM CST on Wednesday July 6th, 2022 to:

Elizabeth (Lisa) Slomke, Business Manager

Fort Frances Physicians Group

Email: e.slomke@ffpg.ca

Although all applications will be reviewed, only those selected for an interview will be contacted. The FFPG and FFHT are committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If contacted for an employment opportunity or interview, please advise if you require accommodation.