

**CAREER OPPORTUNITY** No. BSS1901

**Position Title** : Project Manager - March 2020 X 1 TFT  
**Department** : Business System Support/Clinical Informatics  
**Start Rate** : As per Job Evaluation  
**Position Available** : 6/Mar/2019 **End Date:** March 2020  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs Days

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**Position Overview:**

This position is responsible for managing Information Management projects within a Healthcare environment. Projects need to be delivered on time, on budget and within scope. Applicants must have a background in business skills, leadership, budgeting and analysis and have the ability to get the most out of a small but dynamic Hospital based team.

**Education:**

- Undergraduate degree in Information Systems, Business or Hospital Administration or a Health Profession designation.

**Qualifications/Experiences:**

- Minimum of 3 years' experience in a health care environment, with a leadership role in the implementation of Information System components.
- Experience with and knowledge of Hospital Information Systems.
- Demonstrated skills in facilitation, teamwork and leadership.
- Demonstrated project management of a medium to large IT system preferred.
- Knowledge of Microsoft Office suite of products & project planning software.
- Ability to facilitate and track milestones and deadlines.
- Experience with preparation, monitoring, analysis and evaluation of project costs.
- Autonomous, independent worker.
- Ability to exert influence and work successfully in matrix reporting relationships.
- Ability to be flexible in hours worked including some work after hours and on weekends.
- Good work and attendance record required.
- All employees of Michael Garron Hospital (MGH), a division of Toronto East Health Network (TEHN) [formerly Toronto East General Hospital] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
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**Employees interested in the above position are requested to complete an Internal Application Form F-525 and submit it to Human Resources along with the most recent resume prior to the closing date and time indicated in order to be considered for this position.**

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**(PREFERENCE IS GIVEN TO THE INTERNAL APPLICANTS)**

Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. BSS1905

**Position Title** : Specialist - Clinical Informatics X 1 FT  
**Department** : Business System Support/Clinical Informatics  
**Start Rate** : As per Job Evaluation  
**Position Available** : 11/Nov/2019 **End Date:**  
**Hours** : /wk  
**Shift** : Days

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**Position Overview:**

The Clinical Informatics Specialist is responsible for leading and coordinating activities of an interdisciplinary clinical project team in the analysis, design, implementation, evaluation and support of clinical applications. This includes analysis of the structure and processing of health information for clinical decision-making and subsequent build that support systems to automate that processing.

Liaise with hospital and professional leaders and external partners as required to coordinate activities. Focus on supporting and assisting in the Redevelopment Project. Ensure implementation design decisions address cross functional needs and embody the principles of patient focused care and the standards of profession practice in the overall system architecture.

**Education:**

- Bachelor's degree.
- Formal Health Informatics preparation required.
- Current registration with applicable College as defined by the RHPA or other governing body.
- Information Systems Management Certificate or bachelor in Information Systems related discipline.

Specific project or team needs may dictate the following Educational requirements:

- Bachelor's degree in Nursing. □
- Master's degree in Health Informatics. □
- Health Records Administration Certification.

**Qualifications/Experiences:**

- Solid understanding of workflow and best practice guidelines in registration and clinical areas.
- Detailed understanding and working knowledge of Cerner system including the relationship to other information systems (e.g. Accounts Receivable and Coding systems).
- Previously experience with the implementation of clinical systems preferred.
- Clinical background, 5 years preferred.
- Strong technology foundations in systems design and analysis, systems development lifecycle, business process modeling, data modeling and database design.
- Solid troubleshooting, analytical and problem-solving skills.
- Understanding of HL7 interfaces.
- Demonstrated management/leadership skills.
- Ability to manage project milestones and deliverables using project standard management tools.
- Knowledge of process improvement methodologies and quality monitoring.
- Effective verbal, presentation and written communication skills.
- Strong people skills, team player, self-starter, motivated individual able to work with minimal supervision.
- Knowledge of patient confidentiality requirements and legislation.
- Current knowledge of applicable professional practices, accreditation standards, management and health care issues and trends and the legal implications of clinical applications.
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0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. EBLD1804

**Position Title** : Building Maint Person - EBLD1804 X 1 FT  
**Department** : Building Maintenance  
**Start Rate** : \$27.13  
**Position Available** : 8/Jul/2019 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs D/E/N/Wknds

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**Position Overview:**

The Building Maintenance Person is responsible for general repairs and preventative maintenance of basic equipment as well as the physical building at MGH and other properties leased by MGH.

**Education:**

- Minimum of Grade 12 High School Diploma.
- Valid Trade Certificate from a recognized/accredited institution or equivalent.

**Qualifications/Experiences:**

- 3 years experience in a hospital or institutional environment preferred.
- Computer literacy with working experience of preventative maintenance systems.
- Demonstrated ability to safely use hand and small power tools.
- Ability to interpret and use Blueprints and technical operating manuals.
- Self directed, team player with a customer focus.
- Good problem solving, multi-tasking and organizational skills.
- Ability to work at high altitudes.
- Good work and attendance record required.
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0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. EMNS1902

**Position Title** : Geriatric Specialist - EMNS1902 X 1 TFT  
**Department** : Emergency  
**Start Rate** : As per Job Evaluation  
**Position Available** : 7/Oct/2019 **End Date:** March 2020  
**Hours** : 37.50 **/wk**  
**Shift** : 8/10 hrs D/E/Wknds

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**Position Overview:**

Clinical Nurse Specialist (CNS - Geriatric Emergency Medicine (GEM) will provide expert nursing care for a specialized client population (adults > 65 years of age in acute care) in the Emergency Department. The GEM Nurse will be responsible for comprehensive geriatric nursing care as established by the standards of nursing practice of the College of Nurses of Ontario and the standards of nursing care of this hospital. The GEM nurse will assess, plan, implement and evaluate the needs of the geriatric patient in collaboration with the staff of the Emergency Department. He/she will have a passion for seniors' health and will play a lead role in the development of system change. In addition, the role promotes excellence in nursing practice and serves a role model and advocate for nurses by providing leadership and by acting as clinician, researcher, consultant and educator. The CNS - Geriatric Emergency Medicine improves access to effective, integrated, interdisciplinary and coordinated care for at risk seniors at TEGH.

This Nursing Leader will have demonstrated knowledge, skill and ability in leading projects relevant to advancing seniors' health in the acute care sector with a focus on establishing effective transitions to and from the community/alternative care settings.

**Education:**

- Registered Nurse with current Certificate of Registration issued by the College of Nurses of Ontario, BScN preferred.
- GNC (Geriatric Nurse Certificate) preferred.
- Current BCLS mandatory.

**Qualifications/Experiences:**

- Minimum 5 years relevant clinical specialty-related experience in an acute care community hospital or tertiary hospital setting.
- Experience working in an advanced clinical practice role preferred.
- Demonstrated in-depth knowledge of specialty area of practice (Geriatrics/Seniors' Health).
- Advanced knowledge and skill with regard to patient safety, change leadership, project management and evaluation an asset.
- Experience working with older patients with complex medical care required.
- Additional education with focus on care with the older patient required.
- Excellent interpersonal, decision making and organizational skills required.
- Expert health assessment skills required.
- Must be flexible and able to adapt to changing environments and travel outside of hospital.
- Computer literacy required.
- Able to work independently as well as work in a team environment.
- Committed to continuing education.
- Maintains competence relative to current practice; teaching and leadership potential an asset.
- Good work and attendance record required.
- Knowledge of g-tube, hypodermoclysis and wound care assessment is preferred.
- Experience in palliative care patients including end stage dementia and end stage life issues
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**Position Title** : Enviromental Aide - ENVIR1905 X 2 PT  
**Department** : Support Services (Environmental Services)  
**Start Rate** : \$22.11+ 14% in lieu of benefits  
**Position Available** : 4/Nov/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 4.5/8 hrs D/E/N/Wknds

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**Position Overview:**

The Environmental Aide under the direction of the Lead Hand and Environmental Services Supervisor cleans and removes waste in patient rooms, isolation rooms, offices and public hospital areas. In this role, the Environmental Aide cleans non clinical equipment and uses electrically powered scrubbing and polishing floor finishing machines as well as ride on equipment to ensure the hospital achieves a high level of cleanliness in promotion of patient safety.

**Education:**

- Grade 12.

**Qualifications/Experiences:**

- 1 year of recent relevant experience (within the last 3 years) in a similar role required (Healthcare Environment preferred).
- Demonstrated ability to communicate effectively (Written and Oral) English fluency required.
- Must be successful in the completion of all mandatory testing for this position with a minimum score of 50% required.
- Demonstrated ability to meet the physical demands of this role with a tolerance for continuous walking, bending, twisting, pulling, pushing, lifting required.
- Able to operate heavy equipment including all housekeeping equipment required.
- Able to lift 20kg repetitively required.
- Ability to work at high altitudes including scaffolding and ladders required.
- Ability to clean all areas of the hospital including terminal cleaning of isolated areas required.
- Ability to tolerate frequent contact with water and cleaning disinfectants required.
- Able to collect soiled linen, refuse and clean bodily fluids as required.
- Demonstrated focus on providing an excellent customer service experience required.
- Demonstrated familiarity with the use of technology (such as Vocera and Bed Tracking Software) to respond to client requests.
- Demonstrated computer proficiency required, familiar with the daily use of email and the ability to complete iLearn education modules as required.
- Must be flexible and demonstrate the ability to engage positively as part of a team; as well as function well independently.
- Demonstrated embodiment of MGH Core Values; Compassion, Integrity, Courage and Accountability required.
- Good work and attendance record required.
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**CAREER OPPORTUNITY**

No. ENVIR1907

**Position Title** : Enviromental Aide - ENVIR1907 X 4 PT  
**Department** : Support Services (Environmental Services)  
**Start Rate** : \$22.11+ 14% in lieu of benefits  
**Position Available** : 4/Nov/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 4.5/8 hrs D/E/N/Wknds

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**Education:**

- Grade 12.

**Qualifications/Experiences:**

- 1 year of recent relevant experience (within the last 3 years) in a similar role required (Healthcare Environment preferred).
- Demonstrated ability to communicate effectively (Written and Oral) English fluency required.
- Must be successful in the completion of all mandatory testing for this position with a minimum score of 50% required.
- Demonstrated ability to meet the physical demands of this role with a tolerance for continuous walking, bending, twisting, pulling, pushing, lifting required.
- Able to operate heavy equipment including all housekeeping equipment required.
- Able to lift 20kg repetitively required.
- Ability to work at high altitudes including scaffolding and ladders required.
- Ability to clean all areas of the hospital including terminal cleaning of isolated areas required.
- Ability to tolerate frequent contact with water and cleaning disinfectants required.
- Able to collect soiled linen, refuse and clean bodily fluids as required.
- Demonstrated focus on providing an excellent customer service experience required.
- Demonstrated familiarity with the use of technology (such as Vocera and Bed Tracking Software) to respond to client requests.
- Demonstrated computer proficiency required, familiar with the daily use of email and the ability to complete iLearn education modules as required.
- Must be flexible and demonstrate the ability to engage positively as part of a team; as well as function well independently.
- Demonstrated embodiment of MGH Core Values; Compassion, Integrity, Courage and Accountability required.
- Good work and attendance record required.
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY**

No. ER1932

**Position Title** : Nursing Attendant I - ER1932 X 1 PT  
**Department** : Emergency  
**Start Rate** : \$22.88+ 14% in lieu of benefits  
**Position Available** : 14/Oct/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 8/12 hrs D/E/N/Wknds

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**Position Overview:**

The Nursing Attendant is responsible for assisting the Emergency Services Medical team in providing patient centered care. The Nursing Attendant duties include transporting patients for diagnostic tests and to in-patient units, stocking supplies, changing linens, delivering meal trays, lifting/positioning patients, and cleaning of equipment, assisting with various patient care related duties; focus on safe work practices, high quality work and excellent customer service.

**Education:**

- Grade 12 or equivalent.
- BCLS Certified.

**Qualifications/Experiences:**

- Patient service focused with the ability to work with diversity.
  - Ability to work as a member of a team using excellent interpersonal skills
  - Ability to read, write and communicate in English
  - Ability to understand and follow written and verbal instructions
  - Must be self-directed and show initiative
  - Work is moderately heavy, involving lifting, conservable walking and standing, bending, pushing and pulling of equipment.
- Excellent work and attendance record.
- All employees of Michael Garron Hospital (MGH), a division of Toronto East Health Network (TEHN) agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
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  - All employees are accountable for protecting the psychological health and safety of themselves.

**\*\*Please note, position shift hours may change at any time to include- days, evenings, nights and weekends dependent upon operational requirements.\*\***

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0730hrs-1600hrs Monday - Friday

**Position Title** : Sr. Specialist - Labour & Employee Rltns X 1 FT  
**Department** : Labour & Employee Relations  
**Start Rate** : As per Job Evaluation  
**Position Available** : 5/Aug/2019 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs Days

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**Position Overview:**

Are you a seasoned labour relations professional looking for an award winning healthcare employer? Join our team and share your expertise to positively and proactively influence labour relations strategies across our Hospital.

This is a full time opportunity reporting to the Manager of Labour & Employee Relations. The Senior Labour & Employee Relations Specialist will provide expert advice to client managers and HR Business Partners on all labour and employee relations matters including interpretation and administration of collective agreements, employment legislation, workplace accommodations, and policies and procedures. In this role, you will participate in contract negotiations, workplace investigations, conflict and dispute resolution, labour-management meetings, and take a lead role in all aspects of the grievance management process. Using your well-developed research and analytical skills, you will provide insight on managing labour relations issues, relationships with the unions, and projects in the Labour Relations department. You will also support hospital-wide programs such as Workplace Violence Prevention and Attendance Management.

**Education:**

- Bachelor's degree in Industrial Relations, Human Resources or related field required.
- Bachelor of Laws or Masters of Industrial Relations degree is preferred.

**Qualifications/Experiences:**

- At least five (5) years of recent relevant experience in a labour and employee relations capacity within a complex, multi-union environment is required (preferably in a healthcare environment).
- Strong track record in grievance handling and arbitration management is required.
- Extensive experience in leading investigations including preparing investigation strategy, questions, summaries and letters is required.
- Demonstrated knowledge of best practices, current case law, Federal and Provincial employment legislation is required.
- Skilled in application, execution, and analysis of attendance management programs preferred.
- Expert ability to interpret and apply collective agreements is required.
- Demonstrated experience in the facilitation of workplace accommodations is required.
- Strong knowledge and experience with collective bargaining required.
- Proven leadership skills with the ability to engage and form strong, trusting partnerships with all stakeholders is required.
- Effective conciliation/mediation skills are required.
- Ability to provide pragmatic business solutions to complex labour and employee relations issues within a dynamic, fast-paced, service excellence environment is required.
- Team player with exceptional interpersonal skills required.
- Excellent organizational and communication skills (oral and written) is required.
- Demonstrated critical thinking skills, with the ability to deliver creative solutions and resolve issues effectively is required.
- Demonstrated strong presentation, facilitation and project management skills required.
- Ability to lead and effectively influence others is required.
- Must be self-directed with the ability to exercise independent discretion; strong awareness of confidentiality is required.
- Comprehensive computer skills including proficiency in MS Office (Excel, PowerPoint and Word).
- Excellent work and attendance record is required.
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Note Human Resources Department Hours:  
 0730hrs-1600hrs Monday - Friday



**CAREER OPPORTUNITY** No. IPMHP1908

**Position Title** : Manager - Mental Health Services X 1 FT  
**Department** : Mental Health Services  
**Start Rate** : As per Job Evaluation  
**Position Available** : 16/Sep/2019 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs Days

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**Position Overview:**

This position is an exciting opportunity for an experienced leader who is passionate about improving services for mental health patients and their families. The Patient Care Manager, Mental Health Services is responsible for ensuring that patient care and services are delivered in accordance with the Hospital's vision, strategic directions and goals including be excellent, lead wisely and build community. This is achieved in partnership with the Clinical Resource Leader (CRL) by leading the provision of patient and family centered care, encouraging people, ensuring value, and inspiring innovation.

The Patient Care Manager consistently uses best practices in: leadership, business management innovation, planning and goal setting, process enhancement and standardization, project and change management, team development and performance, communication and problem solving.

The Patient Care Manager also manages financial and human resources to ensure optimal and accountable performance of the unit/ service areas. The Manager shares responsibility with the Clinical Resource Leader in ensuring a quality practice setting, based on evidence-supported clinical practice standards that inspire staff to achieve service excellence reflected by high levels of patient satisfaction within a culture of safety and learning. The successful candidate will have excellent interpersonal skills and be able to successfully build effective relationships with both internal and external partners.

**Education:**

- Baccalaureate Degree in nursing required, Masters in nursing or a related field, preferred.
- Current registration with College of Nurses of Ontario.
- Masters in Health Administration is an asset.

**Qualifications/Experiences:**

- Minimum of five (5) years recent related clinical experience within an acute care mental health hospital setting, at least two years in a leadership capacity required.
- Demonstrated proven ability to engage staff in patient focused, evidence based high quality patient care required.
- Strong leadership skills including demonstrated effectiveness with designing, planning, managing projects and change management is required.
- Demonstrated business acumen required.
- Demonstrated sound knowledge of risk management and best practice related to patient and staff safety and continuous quality improvement required.
- Demonstrated superior problem solving, analytical and critical thinking skills required.
- Demonstrated ability to forecast, plan and monitor the operating and capital equipment budget for areas of responsibility required.
- Broad knowledge of patient care population service challenges and program/ service research required.
- Sound labour and employee relations skills - experience in a unionized environment essential.
- Excellent verbal and written communication skills. required.
- Demonstrated knowledge of organizational structures and functions.
- Demonstrated embodiment of MGH Core values; proven ability to work effectively as a team member required.
- Demonstrated ability to advocate for patients, staff and the advancement of professional practice required.
- Knowledge of scheduling and staffing principles and experience with staffing required.
- Demonstrated ability to develop a healthy workplace including fair and equitable work practices required.
- Working knowledge of clinical/administrative computer software, including MS office, scheduling and payroll systems required.
- Good work and attendance record required
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**CAREER OPPORTUNITY** No. MDRD1905

**Position Title** : Leadhand Service - MDRD, MDRD1905 X 1 FT  
**Department** : Medical Device Reprocessing Dept (MDRD)  
**Start Rate** : \$23.64  
**Position Available** : 17/Jun/2019 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs D/E/N/Wknds

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**Position Overview:**

To apply the most current techniques and knowledge for the processing of sterile products in order to provide high quality service in the supply of med-surgical products and instrumentation to user areas. Demonstrates leadership in organizing and coordinating the day to day workflow processes in the department using the assigned resources.

**Education:**

- MDRD College certification required (completion of program within the last 2 years) required
- Minimum grade 12 required

**Qualifications/Experiences:**

- Demonstrated knowledge of the principles of quality assurance and quality improvement
- Demonstrated ability to be fully competent in the role of a MDRD technician
- Demonstrated ability to communicate effectively, verbal and written
- Computer skills with basic word processing ability required
- Demonstrates knowledge in instrument tracking system that includes and is not limited to ALEX Pro- required
- Demonstrated ability to prioritize, and organize in meeting multiple demands
- Demonstrated customer service focus
- Demonstrated effective interpersonal and coaching skills
- Demonstrated ability to trouble shoot issues and manage or escalate to appropriate person
- Current membership in CAMDR an asset
- Reliable work and attendance record required.
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. OPPC1901

**Position Title** : Coordinator - Intake, OPPC1901 X 1 PT  
**Department** : Health Professions Pract & Educ  
**Start Rate** : As per Job Evaluation  
**Position Available** : 10/Oct/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 8 hrs Days

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**Position Overview:**

The Intake Coordinator will be responsible for reviewing and processing referral requests for the outpatient Child Development Clinic. The Intake Coordinator will provide telephone contact concerning referral and service inquiries, review all referrals from internal and external sources and coordinate assignment of the referrals within the service. The Intake Coordinator is also responsible for office duties as assigned to ensure the smooth operation of multidisciplinary clinic.

**Education:**

- Bachelor's degree in psychology, social work, or a related degree required.

**Qualifications/Experiences:**

- Minimum of 3 years related work experience; Preference will be given to candidates with at least 2 years in the area of Child Development, Community System Navigation for Paediatrics and/or Developmental Paediatrician Office Management.
- Evidence of sound knowledge and skill in the management of intake and service navigation.
- Excellent working knowledge of word-processing, scheduling and database software (including Microsoft word, Excel).
- Experience with ESM an asset.
- Demonstrated ability to maintain patient data-base.
- Excellent communication skills (written and verbal).
- Superior problem solving skills.
- Demonstrated service recovery and customer service acumen.
- Demonstrated ability to work in a self-directed manner using well developed critical thinking, communication, organizational and problem solving skills.
- Tactful, resourceful, pleasant with positive regard for others, able to work collaboratively.
- Excellent interpersonal and organizational skills.
- Ability to work effectively under pressure.
- Good work and attendance record required.
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- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to MGH's policies and practices.

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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**Position Title** : Personal Support Wrkr X 6 TFT, ENDS MAR 2020  
**Department** : Clinical Resource Team  
**Start Rate** : \$23.17  
**Position Available** : 7/Oct/2019 **End Date:** March 2020  
**Hours** : 37.50 **/wk**  
**Shift** : 8/12 hrs D/E/N/Wknds

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**Position Overview:**

The Personal Support Worker participates in direct and indirect patient care activities in order to carry out the Interprofessional care plan. The scope of activities are directed and assigned by the RN or RPN or appropriate multidisciplinary team member.

The Personal Support Worker in the Nursing Resource Team must have a wide range of skills related to general medical-surgical care activities. The PSW must have excellent critical thinking and the ability to adapt to unpredictable situations. In order to serve the wide organizational needs the PSW must be willing to cross-train to specialty areas as required.

**Education:**

- A Personal Support Worker certificate or diploma from an accredited college.
- Completion of Basic Cardiac Life Support (B.C.L.S.) required.
- Newly hired PSWs must make application for registration with the PSW Registry within 3 months' of hire as a condition of employment.
- Ability to speak, read, write and comprehend the English language.

**Qualifications/Experiences:**

- Knowledge of the Occupational Health & Safety Act and other relevant legislation.
- Knowledge of the Workplace Hazardous Materials Information System.
- Knowledge of Hospital and departmental policies, procedures, protocols and practices.
- Knowledge of Emergency Codes.
- Work is moderately heavy involving lifting, considerable walking, and standing, bending, pushing and pulling of equipment.
- Demonstrated knowledge of infection control.
- Demonstrates a positive attitude and the willingness to work effectively in a team.
- Demonstrated commitment to on-going learning and professional development.
- Demonstrate aptitude to foster caring and trusting relationships with patients and families in an effort to support patient focused care.
- Ability to maintain a consistent level of productivity and efficiency.
- Ability to perform responsibilities in a courteous manner.
- Compliance with confidentiality requirements under TEGH Privacy Policy.
- Effective organizational, interpersonal and communication skills.
- Patient service orientated, with the ability to effectively work with diversity.
- Good work and attendance record is required.
- All employees of Toronto East Health network - Michael Garron Hospital (MGH) [formerly Toronto East General Hospital (TEGH)] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
- All employees of MGH are responsible to contribute to a transparent culture of patient and staff safety by adhering to and abiding by patient and staff safety policies and procedures set by MGH.
- All employees are accountable for protecting the psychological health and safety of themselves and their co-workers through adherence to Toronto East Health network's policies and practices.

**Selection Criteria**

These are the key criteria for how you will be assessed in conjunction with your resume and experience.

1. Demonstrated ability to communicate effectively with patients and colleagues utilizing well-developed (clear, concise and accurate) verbal, written and interpersonal skills.
2. Demonstrated organizational skills and problem solving abilities to ensure effective, efficient and appropriate decision making when planning and implementing health care.
3. Commitment in maintaining professional development of self and others with a patient safety focus.

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Note Human Resources Department Hours:  
 0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. POOL1928

**Position Title** : Personal Support Worker - POOL1928 X 1 PT  
**Department** : Clinical Resource Team  
**Start Rate** : \$23.17+ 14% in lieu of benefits  
**Position Available** : 7/Oct/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 8/12 hrs D/E/N/Wknds

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**Position Overview:**

The Personal Support Worker participates in direct and indirect patient care activities in order to carry out the Interprofessional care plan. The scope of activities are directed and assigned by the RN or RPN or appropriate multidisciplinary team member.

The Personal Support Worker in the Nursing Resource Team must have a wide range of skills related to general medical-surgical care activities. The PSW must have excellent critical thinking and the ability to adapt to unpredictable situations. In order to serve the wide organizational needs the PSW must be willing to cross-train to specialty areas as required.

**Education:**

- A personal support worker certificate or diploma from an accredited college.
- Completion of Basic Cardiac Life Support (B.C.L.S.) required.
- Newly hired PSWs must make application for registration with the PSW Registry within 3 months' of hire as a condition of employment.
- Ability to speak, read, write and comprehend the English language.

**Qualifications/Experiences:**

- 1 - 2 years of recent relevant work experience.
- Willingness to work in all areas of the health service (skills & abilities considered).
- Knowledge of the Occupational Health & Safety Act and other relevant legislation.
- Knowledge of the Workplace Hazardous Materials Information System.
- Knowledge of Hospital and departmental policies, procedures, protocols and practices.
- Knowledge of Emergency Codes.
- Work is moderately heavy involving lifting, considerable walking, and standing, bending, pushing & pulling of equipment.
- Demonstrated knowledge of infection control.
- Demonstrates a positive attitude and the willingness to work effectively in a team.
- Demonstrated commitment to on-going learning and professional development.
- Demonstrated aptitude to foster caring and trusting relationships with patients and families in an effort to support patient focused care.
- Ability to maintain a consistent level of productivity and efficiency.
- Ability to perform responsibilities in a courteous manner.
- Compliance with confidentiality requirements under TEGH Privacy Policy.
- Effective organizational, interpersonal and communication skills.
- Patient service orientated, with the ability to effectively work with diversity.
- Good work and attendance record is required.
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**Selection Criteria**

These are the key criteria for how you will be assessed in conjunction with your resume and experience.

1. Demonstrated ability to communicate effectively with patients and colleagues utilizing well-developed (clear, concise and accurate) verbal, written and interpersonal skills.
2. Demonstrated organizational skills and problem solving abilities to ensure effective, efficient and appropriate decision making when planning and implementing health care.
3. Commitment in maintaining professional development of self and others with a patient safety focus.

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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY**

No. RES011903

**Position Title** : Attendant - Respiratory Therapy X 2 PT  
**Department** : Professional Practice  
**Start Rate** : \$22.25+ 14% in lieu of benefits  
**Position Available** : 9/Sep/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 6 hrs Days

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**Position Overview:**

Responsible and accountable to the Manager of Interprofessional practice. As an integral member of the Respiratory Therapy department, the Respiratory Attendant assists in the provision of patient care with responsibilities for the cleaning, maintenance, servicing and distribution of Respiratory Therapy equipment and supplies throughout all areas of the organization. The principal responsibilities include: routine equipment cleaning/assembly and testing; performing routine preventative and corrective maintenance/repair functions on respiratory therapy equipment; recording and maintaining inventory of equipment.

**Education:**

- Grade 12 or equivalent.

**Qualifications/Experiences:**

- Previous related experience as a respiratory attendant required.
- Working knowledge and experience with respiratory therapy ventilation equipment required.
- Ability to lift moderately heavy loads (>50 lbs).
- Ability to push/pull wheeled equipment and moveable carts.
- Ability to tolerate extensive walking, standing and above shoulder reaching.
- Ability to read, write and converse in English fluently.
- Effective positive interpersonal and communication skills.
- Good work and attendance record.
- Initiative and ability to work as a team member with minimal supervision.
- Organizational skills with the ability to prioritize workload issues and problem solve.
- Customer focused with a service attitude.
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. RX1902

**Position Title** : Supervisor - Pharmacy, RX1902 X 1 FT  
**Department** : Pharmacy Mgmt Pos  
**Start Rate** : As per Job Evaluation  
**Position Available** : 1/Oct/2019 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs Days

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**Position Overview:**

Reporting to the Pharmacy Operations Manager, the Supervisor will assist in monitoring the quality while observing the highest standards of accuracy, efficiency and safety according to requirements. The Supervisor will ensure, create, update and maintain procedure manuals, training material and continuous quality improvements and assurance in the Pharmacy operations areas (e.g., compounding, dispensary, receiving , etc) . The Supervisor will provide oversight to pharmacy assistants/ technicians for daily operations, competency support and assessments, and scheduling. The Supervisor will maintain open communication with the Director and Managers of Pharmacy, as well as overall staff in the department. The Supervisor will work with other areas/staffing in the hospital to achieve and promote mutual goals of safe medication management. The Supervisor will be scheduled, from time to time, in production operation capacity in all areas assigned to ensure core competencies are maintained. The Supervisor is the designated sterile compounding supervisor (nonhazardous and hazardous).

**Education:**

- Graduate of an approved Pharmacy Technician program.
- Active registration with the OCP.
- Degree or Diploma equivalent preferred.

**Qualifications/Experiences:**

- Minimum five years' experience in hospital pharmacy with demonstrated ability to apply theoretical knowledge in problem solving and troubleshooting.
- Supervisory experience preferred.
- Ability to communicate and function under pressure.
- Pharmnet knowledge/expertise preferred.
- Experience with regulatory standards and quality programs.
- Experience with Lean methodology, quality improvement and risk management, an asset.
- Demonstrate interest in continuing personal and professional growth.
- Mature responsible judgment.
- Excellent ability to communicate clearly, teach, problem solve and organize.
- Self-motivated with the ability to guide and motivate staff.
- Ability to lead work in cooperation with co-workers and other departments.
- Experience in sterile preparation.
- Experienced in IV certification of staff.
- Knowledge of the Model Standards for Pharmacy Compounding of non-hazardous sterile preparation and hazardous sterile preparation (NAPRA - National Association of Pharmacy Regulatory Authorities).
- Demonstrate principals of quality improvement processes - e.g., adopting NAPRA's compounding standards with that knowledge on quality improvement process and implementation.
- Able to maintain IV certification from third party.
- Good work and attendance record required.
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY**

No. SECUR1911

**Position Title** : Protection Agent - SECUR1911 X 1 FT  
**Department** : Protection Services  
**Start Rate** : As per Job Evaluation  
**Position Available** : 7/Oct/2019 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8/10/12 hrs D/E/N/Wknds

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**Position Overview:**

The Protection Agent is responsible and accountable for the safety and security for all members of the hospital community which includes staff, patients and visitors. The Protection Agent is responsible for the safeguarding all building occupants as well as all hospital property.

**Education:**

- High School Diploma required.
- Community College Law Enforcement and Security Diploma preferred.
- Current Standard First Aid and CPR certificates must be provided.
- Must have a current Ministry of Community Safety and Correctional Services Security Guard license (Security Guard or Dual type). \*\*\*Applications will not be considered without proof of license.

**Qualifications/Experiences:**

- Previous security experience, preferably in a health care environment.
- Excellent conflict resolution and de-escalation skills.
- Excellent oral and written English communication skills.
- Strong interpersonal skills.
- Knowledge of Criminal Code of Canada, Trespass to Property Act and Powers of Arrest.
- Previous experience with CCTV and DVR systems is an asset.
- Ability to walk/stand/sit for extended periods of time.
- Must be able to work with a high degree of honesty and integrity.
- Excellent computer skills required.
- Available to work a variety of shifts including days, evenings and weekends.
- Good work and attendance record required.
- Excellent report writing skills.
- Ability to deal effectively with mentally ill patients.
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday



**CAREER OPPORTUNITY** No. SNO1801

**Position Title** : Analyst - Technical, SNO1801 X 1 FT  
**Department** : Systems & Network Operations  
**Start Rate** : As per Job Evaluation  
**Position Available** : 18/Oct/2018 **End Date:**  
**Hours** : 37.50 **/wk**  
**Shift** : 8 hrs Days

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**Position Overview:**

The Technical Analyst - Security position is responsible for maintaining the cost-effective operation of the hospital's IT systems and infrastructure. Work to support the organizational initiatives and strategic goals through the delivery of reliable and efficient security and technology solutions. Provide technical expertise, analysis and risk management best practices as it relates to IT security. Responsible for handling IT security events, incidents, requests, and escalations.

**Education:**

- IT related degree or diploma with IT Security certification preferred.

**Qualifications/Experiences:**

1. Minimum 2 years hands-on experience in IT security field.
2. Possess strong analytical and problem solving skills with proficiency in the deployment, administration, and support of:
  - a. IT Security related systems:
    - i. Vulnerability and patch management systems
    - ii. AV and Malware systems
    - iii. SSL Certificate management
    - iv. Identity and Access Management
    - v. Nice to have: SIEM, PKI, DLP
  - b. Recent versions of Windows server operating systems (Linux, nice to have)
  - c. Windows Active Directory
  - d. Data center technologies:
    - i. Server technologies (HP and Dell)
    - ii. Virtualization Technologies (VMWare and Citrix)
    - iii. Palo Alto Firewall
    - iv. Wired (Cisco) and wireless (Aruba) networking
    - v. Enterprise Storage (EMC VNX and IBM V7000 SANS)
3. Strong documentation skills
  - a. Ability to create operating procedures
  - b. Create technical document pertaining to system MACDs
  - c. Document system issues and resolution
4. Strong work ethics
  - a. Self-motivated; highly productive and reliable
  - b. takes initiative in issue resolution; seek efficiency and improvements in systems and processes
  - c. Take personal measures to keep technical skills up to date
5. Strong communication skills with exceptional customer service
  - a. Courteous and professional at all times
  - b. Maintain SLAs; follow escalation procedures
6. Team player
  - a. Work closely with members of various IT support team, project team, partners, and vendors
  - b. Contributes to effective team processes and deliverables (e.g., team communication, team meetings, team exercises, etc.)
7. Assist with procurement process, from investigation to fulfillment to deployment
8. Some travel may be required

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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY** No. SYSG1901

**Position Title** : System Integrator - Technology X 1 FT  
**Department** : Technology Integration  
**Start Rate** : As per Job Evaluation  
**Position Available** : 16/Sep/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 8 hrs Days

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**Position Overview:**

The purpose of this position is to implement integrated technology required as an enabler for the digital transformation of Health Care in Michael Garron Hospital. The position is responsible for the development of Use Cases for workflow deployment by linking technology between the legacy building and the New Patient Care Tower (NPCT).

**Education:**

- B.Sc. Degree in Electrical Engineering, Computer Science, Software Engineering, Information Technology or equivalent job related knowledge

**Qualifications/Experiences:**

- Proven leadership system integration and technical troubleshooting skills.
- Proven knowledge to work in an agile solution development environment.
- 5+ years of experience in system integration, network topology and Virtual Environment.
- 2+ Design experience with Information Communication Technology design in the health care environment.
- 3+ years of experience in delivering security, and building automation solution.
- 3+ years of experience in delivering RTLS solution.
- Experience in healthcare clinical work flow.
- Knowledge and experience in deploying telecommunication & nurse call system an asset.
- Change Management experience an asset.
- Technical writing skills to support documentation of problem resolution / solution improvements.
- Leading edge knowledge of technology deployed in the Health Care environment.
- Experience with implementing clinical traceability and mobility.
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Note Human Resources Department Hours:  
0730hrs-1600hrs Monday - Friday

**CAREER OPPORTUNITY**

No. TRANS1904

**Position Title** : Porter - TRANS1904 X 2 PT  
**Department** : Central Patient Portering  
**Start Rate** : \$22.25+ 14% in lieu of benefits  
**Position Available** : 4/Nov/2019 **End Date:**  
**Hours** : /wk  
**Shift** : 8/6 hrs D/E/N/Wknds

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**Position Overview:**

Under the direction of Facility Services Management, the Porter is responsible for assisting the transport of patients and materials throughout the Hospital as directed while focusing on safe work practices, high quality work and excellent customer service. The Porter's duties include transporting patients for diagnostic tests and between patient units, as well as transporting specimens, blood work, medication, linen, equipment and mail within the Hospital.

The Porter also responds to Code Blue, Code Pink and Code Omega.

**Education:**

- Completion of Grade 12 or recognized equivalent ; BCLS certification an asset.

**Qualifications/Experiences:**

- 1 year of recent relevant experience (within the last 3 years) in a similar role required (Healthcare Environment preferred).
- Demonstrated ability to communicate effectively (Written/Oral), English fluency required.
- Must be successful in the completion of all mandatory testing for this position with a minimum score of 50% required.
- Demonstrated ability to meet the physical demands of the role with a tolerance for continuous walking, bending, twisting, pulling, pushing and lifting required.
- Demonstrated ability to lift using equipment up to 50kg (110 lbs) required.
- Demonstrated ability to provide excellent customer service with the ability to engage in a positive way with all patients and clients required.
- Demonstrated critical thinking and problem solving skills is required.
- Demonstrated computer proficiency required, familiar with the daily use of email and the ability to complete iLearn educational modules as required.
- Demonstrated familiarity with the use of technology (such as Vocera, Call Tracking) to respond to client requests is preferred.
- Must be flexible and demonstrate the ability to engage positively as part of a team; as well as function well independently is required.
- Knowledge of codes with the ability to respond effectively is preferred.
- Good work and attendance records are mandatory (must meet Hospital standards for attendance).
- Knowledge of the physical layout of the Hospital an asset.
- All employees of Michael Garron Hospital (MGH), a division of Toronto East Health Network (TEHN) [formerly Toronto East General Hospital (TEGH)] agree to work within the legislated practices of the Occupational Health and Safety Act of Ontario.
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