

## Regional HIS Program Coordinator

### **POSITION SUMMARY:**

The six health-partners in the South East region recognize that to achieve person centered, effective care coordination across the system, enhance the ability to make best use of collective resources, achieve more system-like behavior, and have the agility to address future funding changes, a major, system-wide clinical transformation is needed. This clinical transformation will meet clinical information needs of both the health-partners and the region. A regional HIS would support a one person, one system, one experience vision identified by the partners' clinical leadership. This project opportunity will enable the sharing of information seamlessly across the six health-partners, connecting the personal health information into a single cohesive story and reducing the variability of care provided.

The Regional HIS Program Coordinator is responsible for a wide variety of executive-level administrative duties in support of the Regional HIS project under the direction of the HIS Regional Project Director or assigned Program Lead. Duties include but are not limited to project tracking, scheduling meetings, minute taking, coordinating events and document management.

### **PRINCIPLE RESPONSIBILITIES AND DUTIES (but are not limited to):**

- Organizes and maintains daily calendar/schedule for HIS Regional Project Director and Program Leads as required; schedules in-person and virtual meetings, ensuring that relevant information/documentation related to meeting discussion is brought forward in advance of scheduled meeting
- Provides administrative support to committees, including the coordination of agenda items and supporting documentation, preparation of meeting packages (notices, agendas, minutes)
- Supports Governance Committees at the direction of Program Leadership
- Collects data, files and distributes project files to the right personnel and stakeholders
- Records all project items, and sees to it that they are adequately delivered to required stakeholders as directed by the Project Director
- Support project planning and implementation activities
- Prepares/edits memos, briefing notes, presentations, minutes, and other correspondence in support of project activities
- Assists in the coordination and execution of events organized through Program Leadership
- Coordinates travel and registration at scheduled/special events such as train and hotel reservations, appointments, itineraries
- Reconciles travel expenses on behalf of HIS Regional Project Director and Program Leads and submits expense reports
- Engage with partners and other stakeholders as needed
- Assist with office coordination, including the procurement of office supplies

### **QUALIFICATIONS:**

- Completion of a two-year (minimum) post-secondary education in Office Administration or related field or equivalent combination of education, training, and experience
- Minimum five years of experience in a related field, supporting an executive office, including three years of experience dealing with committees, minute taking, agenda preparation, and coordination of meetings
- Excellent analytical, problem-solving and decision-making skills; verbal and written communication skills; interpersonal and negotiation skills
- Demonstrated proficiency in minute taking
- A team player with a track record for meeting deadlines
- Willingness and ability to regularly travel to locations within the region as required
- A results-oriented focus is essential, as is the ability to work in a fast-paced changing environment and effectively manage multiple deliverables simultaneously

- People and team oriented with a strong ability to establish an excellent level of confidence, credibility and cooperation with internal and external stakeholders
- Ability to communicate well, both verbally and written, is essential
- Ability to present information clearly and effectively