



Position # 5609

## PERMANENT FULL-TIME

<b>DEPARTMENT:</b>	Medical Archives (505000)
<b>WORK LOCATION:</b>	Montreal or Regional
<b>UNION:</b>	CSN
<b>STATUS:</b>	1 Permanent Full-Time
<b>HOURLY SALARY:</b>	Min. (1) \$24.36 - Max (12) \$33.95

Person who is responsible for managing medical records, coding the components of records, doing qualitative and quantitative analyses of records and applying the policy on the disclosure of information contained in them. She/he also does research and compiles, analyses and interprets statistical data. She/he collaborates with the professional team in teaching and in assessing records based on objective criteria.

The medical archivist provides active support to the medical archivist team leader (regional) in the performance of her/his duties and the fulfillment of her/his responsibilities, including but not limited to the proper functioning of regional projects.

Education:

- Must have either a diploma of college studies in medical records techniques, a medical records archivist's diploma from a school recognized by the *Ministère de l'Éducation, du Loisir et du Sport*, or a diploma recognized by the *Association Québécoise des archivistes médicales* or the Canadian Health Information Management Association (CHIMA);
- Member in good standing of AGISQ is an asset.

- Two (2) years of relevant experience.

- Knowledge of various laws concerning the management of information of the Health of Quebec, such as Access to Information Act, LSSSS and chapter S-5, Archives Act, Act respecting the legal framework of the information technologies etc.
- Knowledge of ADT Medipatient is an asset;
- Knowledge of the features of an IPM is an asset;
- Knowledge of the features of an interface is an asset;
- Knowledge of ICD-10 / CCI, Med-Echo and ICD-O;
- Good general knowledge of all normative frameworks related to archives and the financial management manual;
- Good knowledge of Impromptu software is an asset;
- Knowledge of DSQ, SI-PMI, Crystal-Net applications and a forms management module is an asset;
- Intermediate level knowledge of Excel and Word; (tests to succeed)
- Knowledge of the health and social services sector is an asset;



- Sense of responsibility, autonomy and team spirit;
- Ability to analyze, spirit of synthesis and initiative, communication and vigilance;
- Ability to work collaboratively with all colleagues.

Language:

- Fluent in English and French;
- Fluency in Cree is an asset.

Other:

- Willing to travel, telework may be available.

POSTING START/END DATE:	01/30/2023 – 02/28/2023
POSITIONS AVAILABLE:	1
HOUSING PROVIDED:	Yes, if hired more than 50 kilometres from the Eeyou Istchee locality in which they are called upon to perform their duties.
SHIFT TYPE:	Day
HOURS PER DAY/WEEK:	7 / 35

HOW TO APPLY

To apply, please forward your resume to:

**Cree Board of Health & Social Services of James Bay**  
Tel 514-861-5955      Fax 514-989-7495  
Email [jobs.reg18@ssss.gouv.qc.ca](mailto:jobs.reg18@ssss.gouv.qc.ca)

With your application, please make sure to specify the Posting # and the Job title on which you wish to apply.

WE THANK ALL CANDIDATES WHO APPLY, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

NOTES

In accordance with various Sections of the James Bay and Northern Quebec Agreement (JBNQA), the organization has the objective of staffing all of its positions with qualified and competent beneficiaries of the JBNQA.