



## System Navigator Full-Time Permanent

### **Job Description**

The System Navigator role will enhance the links between the community resources and the needs of the patients. This role will work with the primary care clinical staff, will seek out the appropriate resources and ensures that all patients receive optimal care.

This role supports seamless and efficient use of limited resources within the Huron Shores Family Health Team and throughout the community. This role will navigate the health and community care system thereby freeing up time for the clinical staff to care for patients. This essential role will enable the team to efficiently and effectively manage the clinical priorities of the patients.

### **Duties and Responsibilities:**

- Ensure complete, accurate, and timely documentation of program activities.
- Provide administrative support to the Interdisciplinary Healthcare Providers (IHP's).
- Provide data support for programming and support internal and external system navigation.
- Communicate information clearly and concisely to clients and healthcare providers regularly.
- Identify and build relationships with various community partners.
- Recommend improvements to existing procedures/services.
- Facilitate teamwork and promote group effectiveness.
- Assist in developing patient programs, identifying priorities, target dates and implementation strategies.
- Manage, review, and make recommendations regarding protocols for educating FHT patients.
- Work effectively within an interdisciplinary team.

**Skills and Abilities:**

- Provide health promotion, interdisciplinary collaboration, and problem-solving.
- Knowledge and proficiency in current, evidence-based methods and practices of primary care delivery
- Expertise in developing strategies that successfully meet the needs of diverse patient, family, and provider populations.
- An understanding of and critical analysis of the determinants of health and social factors.
- Excellent verbal and written communication skills, with the ability to clearly convey information and ideas.
- Capability to prioritize, manage time effectively and be flexible in a very active work environment.
- Effective case management skills.
- Willingness to teach and train other members of the interdisciplinary team or students as required.
- Superior problem-solving skills and flexibility, with the ability to prioritize, manage time effectively and be flexible in a very active work environment.
- Work in a manner that preserves privacy and confidentiality.
- Assist in developing individual patient programs, identifying priorities, target dates and implementation strategies.
- Understanding and proficiency in developing and conducting educational programs for learners and experience in evaluating learning activities specific to individual performance.

**Qualifications:**

- Post-Secondary Education in Health or experience or knowledge of the health care system and community-based resources.
- Good interpersonal, oral & written communication skills and proven ability to work as a team member.
- Demonstrated initiative and experience working independently with minimal supervision.
- Demonstrated experience in community or primary care settings.
- Skilled in case management and case coordination with members of the interdisciplinary team and services within the community preferred.
- CPR certification.
- Good skills and experience using Microsoft applications (Word, Outlook, Excel & PowerPoint).
- Experience and accuracy using electronic medical records (EMR) (i.e., Telus PS Suites & Ocean Platform) an asset.

- Willingness to learn new software and to continuously develop technology skills concerning nutrition and diabetes care is an asset.
- Up to date COVID vaccination is required.

**How to Apply:**

Interested applicants may submit a resume and cover letter via email to: [aspooney@nshn.care](mailto:aspooney@nshn.care) by Friday, November 24, 2023.

Attention: Alyssa Spooney, Executive Director  
Huron Shores Family Health Team  
525 Causley Street  
Blind River, ON  
P0R 1B0

**Huron Shores Family Health Team (HSFHT) has a COVID-19 Vaccination Policy that requires covered individuals to take part in COVID-19 vaccination programs recommended by Public Health; unless they are approved for a human rights accommodation from HSFHT. Compliance with this policy is mandatory for this position.**

*We thank all applicants for their interest. Only candidates selected for an interview will be contacted. Huron Shores Family Health Team welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

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