



Employment Opportunity

3sHealth

OOS

Applicants selected for interviews will be contacted

WorkFlow Coordinator

Posting #:	GO-00617300
Position #:	156680
Posted Date:	January 12, 2021 17:00 CST
Closing Date:	January 19, 2021 23:59 CST
Type:	Permanent Full Time
City/Town:	Regina
Facility:	3sHealth
Department:	Continuous Improvement
Geographic Location:	Regina
Expected Start Date:	February 01, 2021
FTE:	1.0
Shift Information:	Days
Hours of Work:	37.50 hours per 1 week rotation
Salary or Pay Band:	Salary and benefits as per terms and conditions of employment
Number of Positions:	1

3sHealth delivers innovative change and provides province-wide shared services to support Saskatchewan's health system. Working together with our health system partners, we find innovative solutions to complex problems so that health care will be sustainable for future generations. We place patients and their families at the centre of all that we do, working with our partners to improve quality and ensure patient safety. 3sHealth provides payroll and scheduling, employee benefits, dictation and transcription, linen, provincial contracting, and transformational services to the Saskatchewan health system.

Job Summary:

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3sHealth is seeking a customer-centred, passionate and innovative Workflow Coordinator to assist with effective and timely flow of information and scheduled work for the Continuous Improvement team. Reporting to the Director, Continuous Improvement, the Workflow Coordinator acts as a general resource and support for all Continuous Improvement programs: Patient Family Centred Care, Strategic Planning, Corporate Performance, Corporate Standard Work, Improvement Support and Lean Training and Orientation.

Responsibilities include:

- Provides strong customer service on requests for assistance with corporate standard work and obtaining CI services. Contributes to continuous improvement of processes to improve customer experience.
- Provides administrative support to 3sHealth's Patient Family Centred Care program including processing expense claims, data gathering and reporting on activities, Advisory Council meetings and scheduling of recruitment and orientations sessions.
- Schedules and provides administrative and technical/logistical support for meetings and events such as strategic planning, training sessions, corporate wall walks, Quarterly Reviews, improvement events and report outs, ensuring a quality customer experience for both virtual and in-person events.
- Assists with data gathering, surveys, and results tracking to support team daily operations, performance reporting and improvement reporting across the organization.
- Supports and learns hands-on about the stages and methodologies of improvement initiatives; shadows specialists and builds continuous improvement skills over time

Experience:

Minimum 2-year diploma from a recognized post-secondary institution in office administration or related discipline, plus three years related experience at a senior level; or an equivalent combination of education and experience.

Qualifications:

Required Qualifications

- Certification as a Lean Leader through the Saskatchewan Health Care Management system, or willingness to obtain certification, is required.

Knowledge, Skills & Abilities

- Ability to time manage, set personal goals and priorities to achieve department results
- Ability to understand customer needs and identify improvement opportunities
- Advanced knowledge of MS Office Suite and related software
- Must be a competent writer and ability to communicate with peers and customers sufficiently to meet work objectives

Other Information

- Health Care background would be an asset

Additional Text:

To be considered for this position, all applicants must submit a cover letter and resume.

Prior to commencing employment with 3sHealth, the selected candidate will be required to complete a criminal record check.