

**Progressive. Collaborative. Accountable.
Draw on your passion. Shape our community.**

Progressive and collaborative, with a clear, long-term vision. We value employees' contributions and inspire excellence. We are driven by a desire to help shape and serve the growing community in which we live and work.

Access and Privacy Coordinator - PHIPA #23390

Community and Health Services Department

Integrated Business Services Branch

Location: Newmarket, Ontario. This is a Union position.

Scheduled Weekly Hours: 35; Scheduled Shifts: 0830 - 1630

Temporary Full-Time, Approx. 11 months, Salary \$39.90 - \$43.37 per hour

Reporting to the Program Manager, Information Management Access & Privacy, is responsible for supporting activities related to the development, implementation and maintenance of the Community & Health Services *Personal Health Information Protection Act 2004* (PHIPA) process; ensuring adherence to the Region's policies and procedures for personal health information covering the privacy of, and access to, personal health information in compliance with PHIPA and industry best practices, as well as any applicable Regional policies, procedures and bylaws; processing and coordinating Departmental matters relating to PHIPA; preparing responses to access requests made under PHIPA; assisting in the investigation of privacy breaches, conducting privacy impact assessments, and overseeing the education and training related to PHIPA; and advising on matters related to the protection of personal health information.

Qualifications

- Successful completion of a Community College Diploma in Business/Commerce, Health Sciences, Technology or related field or approved combination of education and experience.
- Minimum three (3) years' experience working in Privacy or Risk Management.
- Satisfactory Criminal Records Check.
- Knowledge of Ontario and Canadian privacy laws and *Personal Health Information Protection Act* (PHIPA), *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), *Personal Information Protection and Electronic Documents Act* (PIPEDA), *Freedom of Information and Protection of Privacy Act* (FIPPA), and other applicable legislation.
- Demonstrated knowledge of Project and Time Management skills.
- Knowledge of developing and implementing privacy policies and procedures.
- Knowledge and demonstrated ability in corporate core competencies including communication, innovation, teamwork and collaboration, and personal ownership.
- Experience managing privacy incidents and breach responses.
- Experience in preparing training materials and facilitating training events.
- Analytical, organizational and interpersonal verbal and written communication skills.
- Ability to conduct training sessions for Departmental staff on PHIPA legislation.
- Computer literacy utilizing MS Office software applications, as well as proficiency in word processing, spreadsheet, presentation and Scheduler software applications.
- Ability to apply the principles of Health Information Management and change management.
- Ability to travel to off-site locations in a timely and efficient manner, as required.
- Ability to work outside regular business hours, as required.

Please apply on-line [by clicking here](#) by **January 23, 2019, quoting competition #23390**. We thank all candidates for their interest, however, only those selected for an interview will be contacted via email or by telephone. For additional information on The Regional Municipality of York, please visit the above-mentioned website.

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