



**Muskoday First Nation
Employment Opportunity
250 Hour TERM POSITION**

Nurse -Panorama Data Entry

Six (6) month contract for 250 hours

Muskoday First Nation Community Health Centre is seeking a registered nurse for Panorama Back Data Entry to join our Team. Panorama is a comprehensive integrated public health information system designed for public health professionals. The system helps professionals work together more effectively to manage: Vaccine, immunizations inventories. In this role, you will manage essential data input tasks, such as ensuring data accuracy and maintaining our database. We are looking for a team player who is strong to detail and commitment to supporting our operations.

Reports To

Muskoday Health Director

Responsibilities

The position's duties would include, but are not limited to:

1. Precisely and efficiently inputting data into computer systems
2. Thoroughly validating data for accuracy and completeness
3. Communicating with health care team to gather information.
4. Ensuring sensitive information is kept confidential.
5. Work collaboratively with nursing staff and attend meetings and trainings other meetings as requested or required for the purpose of reviewing and exchanging information on services.
6. Maintain and safeguard complete and accurate client records.
7. Ability to handle high levels of stress.
8. Provide Community Health Nurse or direct supervisor with weekly updates including progress and troubles with data input.

Requirements Education and Training

- Registered with College of Registered Nurses of Saskatchewan (CRNS) , Registered Psychiatric Nurses Association of Saskatchewan (RPANS) or Saskatchewan Association of Licensed Practical Nurses (SALPN)
- Knowledge of legislative requirements of health records is an asset.
- Prior training in privacy is an asset.
- Strong computer skills are essential.
- Strong attention to detail and accuracy.
- Ability to work independently.
- Excellent interpersonal, and public relation skills
- Excellent communication skills both written and verbal.
- Excellent organizational, problem solving.
- Availability for travel to community
- Minimum Class 5 Driver's License and access to personal reliable vehicle.
- Follow all Policies and Procedures set by Muskoday First Nation.

Work Conditions

- Working consistently with computer screens.
- Sitting most of the shifts.
- Must be completed in the time frame or earlier.

APPLICATION PROCESS

Please apply with a Cover Letter/Resume and three work references to:

Ernie Dreaver

Human Resources Officer

resume@muskodayfn.ca

On or before August 7, 2024, at 4:30pm.

Selections process: Candidates will be selected for this position based on their skills, ability, experience, and qualifications as identified in the resume. Therefore, only those selected for interviews will be contacted.

Acknowledgement And Agreement

The above description reflects the general details considered necessary to describe the principal functions and duties as required for proper evaluation of the job and will not be construed as a detailed description of all the work requirements that may be inherent in the job. Employees may perform other related duties and tasks as required to meet the needs of the operation.

I acknowledge that I have received and reviewed this job description.

I **Agree** with this job description_____ (Initial)

I **Disagree** with this job description_____ (Initial)

Name: _____

Signature: _____

Date: _____

Witness: _____