



**Changing the
trajectory of children's
mental health.**

JOB POSTING

Clinical Records Coordinator

1 – Regular Full-Time Position

Annual Salary: \$44,605.38 - 48,533.65

Location: The George Hull Centre for Children and Families
Etobicoke, Ontario

The George Hull Centre is a leading Children's Mental Health Centre providing a full continuum of services to children from birth to 18 and their families in Etobicoke. Our Centre is currently looking for a Clinical Records Coordinator. The position is responsible for maintaining clinical records for the Centre's programs. This position ensures that all client related paper and electronic records are complete, accurate, and conform to legislative requirements and current clinical records policies and procedures. The position requires a person with exceptional attention to detail as well as strong organizational, interpersonal, communication and administrative skills. The Clinical Records Coordinator works with management and clinical staff throughout the Centre and must be able to represent the Centre effectively in relating to clients and external organizations.

This position requires use of the VitalHub TREAT Information system software as well as the Child and Adolescent Functional Assessment Scale (CAFAS) database. The Clinical Records Coordinator must be comfortable with creating reports on a timely basis and meeting strict quarterly and monthly deadlines for processing of work while ensuring strict confidentiality of client information is always maintained.

Duties include but are not limited to:

- Entering and verifying data
- Processing reports and paperwork related to clinical work
- Preparing and assisting with file audits
- Processing requests for release of client information through DocuSign and EFax.
- Overseeing the storage, retention and destruction of files
- Delegating and monitoring completion of work to support staff
- Training new staff and supporting existing staff on clinical records processes
- Exporting data and preparing reports for staff and management
- Maintaining the Clinical Records Procedure Manual
- Minute-taking and participation on the Centre's Records Committee

Qualifications:

- A diploma/degree in a related field such as health records management or relative work experience

- 2 years experience with social services or mental health agency performing clinical record duties
- Highly developed administrative, writing, and computer skills (particularly Excel)
- Knowledge of TREAT and CAFAS
- Working knowledge of databases (CYSIS), CAFAS and relevant legislation pertaining to children's mental health would be an asset.

The George Hull Centre strives to uphold the values of Diversity, equity, anti-racism and inclusion. The Centre is committed to fostering a diverse workplace that is representative of the communities it serves. The Centre encourages applications from all applicants, including but not limited to Indigenous, Black and racialized groups, persons with disabilities and the LGBTQIA+ community. Accommodation for applicants is available throughout the recruitment and selection process.

HOURS: 36.25 hours per week including flexible hours and some evening work.

BENEFITS:

- Weekly individual supervision, team consultation
- An excellent benefit plan
- Generous vacation entitlements

Additionally, we are proud to offer a Lifetime Retirement Pension. For more information on our pension plan, please click on the link:
www.caatpension.ca/pensionsfortalent



Please submit resume and cover letter to:

HR Administrator

Email: humanresources@georgehull.on.ca

**Please include position applying for in subject line.*

We thank all those who apply, however, only those chosen for an interview will be contacted.

POSTING DATE: January 2, 2025

CLOSING DATE: January 10, 2025