



**Hôpital général de Nipissing Ouest**  
**West Nipissing General Hospital**

725, chemin Coursol Road, Sturgeon Falls, ON P2B 2Y6  
TEL: (705) 753-3110 • FAX: (705) 753-0210

**PERMANENT FULL-TIME**  
**PRIVACY & COMMUNICATIONS SPECIALIST**

The West Nipissing General Hospital is currently seeking a motivated and experienced Privacy & Communications Specialist to join our team. Reporting to the President & Chief Executive Officer, you will provide analytical and administrative support in matters relating to Privacy Compliance and Communication Services. As an ideal candidate, you will be passionate about digital communications and able to demonstrate measured success in effectively engaging an audience.

**Education & Experience:**

- Post-secondary education in the areas of communications, marketing, public relations, media relations, or equivalent
- Three years of related work experience in a health care environment an asset
- Experience working with a wide range of communications and graphics-based resources, specific to web and social media
- Knowledge of various legislation pertaining to privacy and personal health information

**Skills Required:**

- Proven team player with strong interpersonal skills and the ability to establish and maintain effective relationships while exercising maturity, tact, confidentiality and discretion
- Bilingual in French and English; superior verbal communication and creative writing skills
- Ability to research and organize information with a high degree of accuracy and attention to detail
- Highly resourceful, with the ability to work independently
- Ability to function effectively in a highly dynamic environment, including working under pressure, adapting and responding to changing priorities and meeting deadlines
- Demonstrated proactive approaches to problem-solving with strong decision-making capabilities
- Excellent attendance record

**Qualified candidates are invited to submit their cover letter and resume to:**

West Nipissing General Hospital - Human Resources  
725 Coursol Road Sturgeon Falls, ON P2B 2Y6  
Email: [humanresources@wngh.ca](mailto:humanresources@wngh.ca) OR Fax: 705-753-0210

The WNGH has policies in place to demonstrate its commitment to ensuring that all individuals are provided with meaningful employment that is ethical and fair, and is in compliance with all applicable employment and human rights legislation.

***For the protection of our patients and residents, the hospital requires successful candidates to submit a satisfactory criminal record check (vulnerable sector search) dated within 6 months as a condition of employment.***

***The WNGH is an equal opportunity employer and welcomes applications from all interested parties. We thank you for your interest, however, only those candidates selected for an interview will be contacted. Should you require accommodation in the recruitment process, please contact the Human Resources Office.***

Version française disponible au Bureau des Ressources Humaines

May 7, 2018