



# Canadian Healthcare Association Association canadienne des soins de santé

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## **Health Information Management (HIM) Program Manager**

CHA Learning is dedicated to providing education opportunities to Canadian health service providers regardless of their geographical locations.

The Canadian Healthcare Association (CHA) Learning Department is seeking a part time (.8 FTE) Program Manager to lead the Health Information Management Program and the Medical Terminology course. The Program Manager is responsible for overseeing the development and maintenance of program curricula, managing assignment markers, group supervision of staff and ensuring the quality of the programs and services.

This role requires an under graduate degree and a membership in good standing with the Canadian Health Information Management Association (CHIMA); experience in a healthcare environment; excellent research and writing skills Experience in the application of adult learning principles and the use of technology to enhance learning, is essential. Required computer skills include Microsoft Outlook, Word, Excel, PowerPoint, Access, spreadsheets, and data bases. Bilingualism is an asset.

The salary for this position is commensurate with experience.

Please submit your résumé by fax (613-241-5055) or by email by October 28, 2011 to: [jobs@cha.ca](mailto:jobs@cha.ca). Only those candidates selected for an interview will be contacted.