

eHealth Ontario is the organization responsible for implementing the government's ehealth agenda and creating an electronic health record for all Ontarians by 2015.

**This role encompasses two areas:**

- 1) Supports the General Counsel/Corporate Secretary on various legal projects and initiatives. Works with and supports eHealth Ontario's Law and Compliance Department and its internal agency clients to document legal requirements.
- 2) Supports a compliance program that ensures the development and maintenance of risk-based policies and procedures.

**Role Responsibilities:**

- Prepares, reviews and negotiates agency's contracts;
- Provides legal support including managing contracts;
- Manages the agency's insurance policies including renewals;
- Maintains legislation compliance, litigation and records management databases;
- Prepares presentations, reports and memos; and
- Participates in various legal projects and initiatives, working in a fast paced and exciting team setting within the Law and Compliance Department.

**Required Experience Level**

- **Minimum 7 years** previous Law Clerk experience in a hospital or government setting, Major Corporation or law firm.
- The ideal candidate will possess a Law Clerk diploma or equivalent degree/diploma.
- Experience in compliance would be an asset.
- Experience in Microsoft Office Suite.
- Excellent analytical, attention to detail, problem solving, and decision-making skills; verbal and written communication skills; interpersonal and negotiation skills.
- Demonstrated ability to work with limited direction, establishes priorities, and meets deadlines in a dynamic team environment.
- Demonstrated ability to quickly grasp new ideas and solutions, and communicate effectively with colleagues and end users.
- Work as a team player with a track record for meeting deadlines.
- Strong presentation skills complimented by a successful track record in building credibility and creating consensus.

As a condition of employment, this position is subject to the successful completion of the following pre-employment conditions:

1. Reference Check
2. Criminal Background Check

**Posting Date: September 24, 2010**

**Closing Date: October 15, 2010**

Bring your knowledge and expertise to our team and contribute significantly to the province's e-Health initiative. Solid career advancement opportunities and superior benefits are some of the other advantages you'll find at eHealth Ontario.

A career should be more than just work; join eHealth Ontario and make a difference:

[www.ehealthontario.on.ca/careers](http://www.ehealthontario.on.ca/careers)