



Ontario
Chiropractic
Association

We're building our team to advance the chiropractic profession in Ontario. We're recruiting for a contract **Technical Writer**. If you are excited by this opportunity, we want to hear from you.

Seize the opportunity to apply your skills and experience to expand the documentation and resources of the new **OCA Aspire** electronic health record (EHR) being developed by the Ontario Chiropractic Association (OCA) on behalf of the chiropractic profession in Ontario. Stretch your creativity to contribute in a collaborative, high-performing organization. This is a great opportunity to apply your technical writing expertise to support the success of an exciting new project.

Organization: Ontario Chiropractic Association <https://www.chiropractic.on.ca/>

Position: Technical Writer, full-time three to six (3-6) month contract

Location: 70 University Ave. Suite 201, Toronto ON M5J 2M4

Close: March 24, 2020

The role of the **Technical Writer** is to work with an experienced team in all aspects of creating technical documentation and resources while assisting with various duties as assigned within the Software Development Life Cycle. The **technical writer** will create and maintain training documentation with the **OCA Aspire** software team to support the OCA's strategic priorities. Reporting to the Vice President, Corporate Member Programs & CIO, you will:

- Gather information through research, SME interviews, source documents, and review of existing documentation
- Create technical manuals; including comprehensive product manuals, quick start guides, end-user instructions, Standard Operating Procedures (SOPs), support site articles, software update notifications
- Offer feedback on software functionality, and features
- Participate in the review and testing of software for quality, functionality, user interface, grammar, spelling, terminology
- Maintain technical documentation with necessary editing and proofreading end user and internal documentation

Required Skills and Experience

Essential

The preferred candidate will have a bachelor's degree/diploma in English, information technology, or equivalent with the following skills, experience and abilities:

- Follow the established documentation workflow
- Comfortable with software; experience with an Electronic Health Record is an asset
- Experience writing system user manuals
- Clear, concise documentation writing style with attention to detail and technical accuracy

- Excellent written and verbal communication skills with an ability to convey complex ideas clearly and directly
- Comfortable with using drawings, diagrams, animation, and charts that increase users' understanding
- Ability to learn quickly and be proactive in taking on assignments and responsibilities
- Ability to balance multiple projects and priorities
- Proven ability to work well in a team environment
- Proven ability to work well under minimal supervision
- Demonstrated success at learning and explaining business processes
- Ability to work collaboratively and take accountability for initiatives
- Solutions focused and results-driven

Ideal:

- Familiarity with the Agile Development and Software Development Life Cycle methodologies is an asset
- Understanding of clinical, hospital or chiropractor workflows
- Experience using Photoshop®
- You thrive in a small, collaborative work environment, recognizing your actions impact the organization and the profession

Are you excited by this opportunity?

Consider this outstanding opportunity to help expand chiropractic care for Ontarians. If you want to make a difference in your career, submit your résumé and cover letter to Maryza De Silva, Systems Adoption Specialist at mdesilva@chiropractic.on.ca by **March 24, 2020**. Qualified candidates will be contacted March 26, 2020 to schedule an interview.

About the OCA

The Ontario Chiropractic Association (OCA) represents 80 per cent of chiropractors in Ontario; the OCA is the fourth largest jurisdiction in the world. Chiropractors are one of the fastest growing segments of registered health professionals chosen by Ontarians. Conveniently located in downtown Toronto, near Union Station, the OCA offers a supportive and collaborative team environment in a new, modern office, complete with sit/stand desks.

OCA Mission and Vision

Our Vision - Thriving Chiropractors, Healthy Ontarians

Our Mission - Inspiring leadership to help chiropractors proudly serve Ontarians