

JOB DESCRIPTION

Clinical/Program Manager

(Permanent, Full Time)

JOB SUMMARY

An experienced team builder and manager, the Clinical Manager reports to the Executive Director and is responsible for managing the provision of quality primary health care and allied program services delivered by an interdisciplinary team in a comprehensive, collaborative manner with an emphasis on health promotion and education. The Clinical Manager develops, manages and reports on, and is accountable for the activities of the program and its staff, and represents and promotes the Centre by participating in various community activities and is a key leader in the overall management of the Community Health Centre.

Provide administrative support in the areas of human resources, finances and general accountability to the Executive Director. The Clinical Manager is responsible to communicate the vision, mission, values and strategic plan of the organization to employees and adherence to these by team members.

RESPONSIBILITIES

1. Participates in Team and Centre Activities

- Coordinates and supports clinic team meetings.
- Attends and leads regularly scheduled team and staff meetings.
- Participates in team and Centre special events as required.
- Contributes to the development and implementation of the Centre's policies and procedures and the Centre's strategic plan and objectives and is accountable for the setting and attainment of the clinic team's goals and objectives.
- Maintains up-to-date professional skills through formal training.
- Maintains awareness of Centre/Ministry/LHIN/funders' requirements by networking with the employees of other organizations.
- Complies with all mandated legal/regulatory requirements related to working in the Centre, e.g., occupational health & safety, standards of professional conduct, etc.