



Employment Opportunity
CLINIC MANAGER

Reference No. TWT-ADM-CM-0818

Purpose: Reporting to the Health Director, the Clinic Manager will be responsible for managing the Primary Care Team alongside a Medical Lead. The Primary Care Team consists of an interdisciplinary team of doctors, nurses, social workers and other health professionals. The successful candidate will work with Ts'ewulhtun staff and Cowichan Tribes community members to provide family health services, expand community outreach, and promote health and wellness. This is a full time 1-year term position, filling an educational leave.

Responsibilities:

- Provide professional guidance, support and leadership to the Slhexun sun'ts'a' clinic staff
- Responsible for the coordination and management of administrative duties for the clinic
- Actively participate as an integral member of the wider Ts'ewulhtun Health Centre Program Management Team
- Participate in recruitment, guide new staff orientations, and approve leave and training requests
- Ensure staff compliance with internal and external policies and procedures with a focus on safety
- Ensure appropriate staffing levels, and arrange for casual employees when required
- Advocate internally and externally for culturally safe interactions between First Nations clients and the medical community
- Ensure self and team are documenting with accuracy and professionalism
- Participate in planning and attend community events to expand community awareness of primary care
- Participate in team meetings and a variety of internal and external committees
- Manage the clinic budget, including negotiating staff requests for equipment, overseeing medication and medical supply stock and ordering supplies. Keep accurate records of finances.
- Foster an environment of learning, support and healthy change management in the team
- Effectively manage MSP billings and collaborate with team to ensure accuracy and accountability
- Prepare and present quarterly, biannual and as-requested reports to Ts'ewulhtun's leadership and the clinic's funding partners
- Other duties as required

Required Education and Experience: *(please attach all corresponding documents)*

- A minimum of five (5) years of clinic or health administrative support experience, a Bachelor's Degree, or an equivalent combination of education and experience in a health related setting
- Must have a minimum of 2 years recent experience with MSP billing
- Criminal Record Check
- Experience working in a First Nations community is essential, and a willingness to learn about the culture, customs and traditions of Cowichan people

Required Skills, Knowledge, and Abilities:

- Demonstrated skills in developing and maintaining positive relationships in the workplace
- Knowledge of Cowichan culture, customs and traditions
- Knowledge of complex chronic health conditions and the impact socioeconomic factors have on health
- Knowledge of internal and external community resources
- Demonstrated abilities leading effective teams
- Ability to adapt to changing work environments, work priorities and the needs of a team
- Well-developed written, oral, interpersonal and organizational skills
- Excellent time management skills with the ability to multitask

Please quote Reference No. TWT-ADM-CM-0818 upon submitting cover letter, resume, and three references to:

Human Resource Department, Cowichan Tribes
5760 Allenby Road, Duncan, B.C. V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com>

Deadline: Wednesday August 22, 2018 @ 4:00 p.m.