



South East Grey Community Health Centre

Job Title : Manager, Health Services	Status: Full Time, Permanent (37.5 hours weekly)
Program/Team Primary Care	Site: Markdale and Dundalk
Shift: Days (Monday to Friday)	Rate of Pay: pay band 11, Minimum \$98,532 maximum \$123,165
Posting Date: September 9, 2024	Closing: October 11, 2024

The South East Grey Community Health Centre is a non-profit inter-professional health care organization that provides primary care services and health programs to the residents of the Municipalities of Chatsworth, Grey Highlands, Southgate and parts of West Grey. We are committed to building a healthier South East Grey Community through health promotion, illness prevention and comprehensive, client centered primary healthcare. Our vision is “Healthy people, Vibrant Communities” and our mission is “to Help People and Communities Achieve Health and Well Being”.

We are currently recruiting a fulltime **Manager, Health Services**. Reporting to the Executive Director, the Manager, Health Services is responsible for working in collaboration with the management team to manage the CHC’s day-to-day activities of the primary care team. The successful candidate is a forward, out of the box thinker, people person, strong collaborator, and has the ability to make things happen in an inclusive manner that supports the staff as well as the community. The unique culture of the CHC staff and management is the secret to its success.

Qualifications:

1. Post-secondary degree.
2. A minimum of five (5) years of progressive managerial leadership experience
3. Experience in Human Resources management
4. Experience in primary care sector (CHC an asset).
5. Strong knowledge of a Community Health Centre mandate.
6. Demonstrated ability to work independently and within an inter-professional team.
7. Ability to manage a strong team of caring multidisciplinary professionals who look after a community of individuals in a rural area roughly the size of Toronto.
8. Strong foundation in health care, health promotion, health equity and the social determinants of health.
9. Excellent interpersonal skills, time management and organizational skills.
10. Strong skills in critical thinking and problem-solving.
11. Proficiency in the use of computers and various software applications including electronic medical records (PS Suites) and Microsoft Office.
12. Ability to manage and understand budgets.
13. Current Police Check with Vulnerable Sectors Screen.
14. Double vaccinated with a Canadian recognized COVID vaccine.

Qualified Candidates are encouraged to electronically submit a **cover letter and resume in pdf** by **4:00 pm** on October 11, 2024 with “Manager of Health Services” in the subject line to: alex.hector@segchc.ca

South East Grey Community Health Centre is committed to providing high quality client-centered care by building a respectful and inclusive workforce that reflects the diverse individuals it serves. Individuals who are Aboriginal or a visible minority are encouraged to apply. Applicants with disabilities are encouraged to apply. Upon request, accommodations due to a disability are available throughout the selection process. Applications from all qualified individuals are welcome. We thank-you for your interest, however, only candidates selected for an interview will be contacted.