

Services de santé de Chapleau Health Services is currently seeking qualified candidates for the following position:

**FULL TIME MANAGER, PRIMARY & OUTPATIENT CARE**

*Starts at \$85,800*

**Summary of Position**

The Manager, Primary and Outpatient care provides administrative oversight of the Chapleau and District Family Health Team, the laboratory, diagnostic imaging, physiotherapy, occupational therapy, Diabetes Education Program, nurse practitioner clinics and the Foley Nursing Station. The Manager leads each of these teams through supporting staff, budgeting, IT, policies and procedures, scheduling, patient experience, quality and risk assurance, efficiency, and day-to-day operations. The Manager is part of Chapleau Health's leadership team and takes part in organization-wide projects and initiatives to provide better care to our patients, residents and clients.

**Qualifications**

- University degree in related field is required, Master's level an asset
- Demonstrated work experience in a leadership role with union and non-union staff
- Ability to work independently
- Effective interpersonal and communication skills
- Ability to maintain positive work relationships with others.
- Ability to manage multiple projects simultaneously and adapt to changing priorities.
- Effective leadership abilities, conflict management skills
- Effectively delegate tasks, set deadlines, monitor team performance
- Provide timely updates, reports and statistics
- Flexible work schedule based on organization needs
- Budgeting and business related knowledge considered an asset
- Expert clerical and computer skills, proficiency in Microsoft Office software
- Bilingualism an asset

**Interested applicants may submit resumes by July 31, 2024 to:**

Human Resources  
Services de santé de Chapleau Health Services  
6 Broomhead Road, P.O. Box 757  
Chapleau, Ontario P0M 1K0  
Tel: (705) 864-1520 ext.3061, Email: [chupleauhr@sschs.ca](mailto:chupleauhr@sschs.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. All applications will be held strictly confidential.

Please advise Human Resources if you require accommodation in accordance with the Human Rights Code or the Accessibility for Ontarians with Disabilities Act in order to properly participate.

