



**NORTHERN
HEALTH REGION**

*A Culturally Diverse
Organization*

CAREER OPPORTUNITY

Clinic Manager

LOCATION: Thompson, MB

FACILITY: Thompson Immunization Clinic

SUMMARY

In response to the COVID-19 pandemic and the need to provide Manitobans with the COVID-19 vaccine, immunization clinics have been established to provide the COVID-19 vaccine to eligible individuals. The Clinic Manager will be responsible for day-to-day clinic operations, hiring, orientation and management of staff, clinic scheduling and logistics.

QUALIFICATIONS

- Recognized post-secondary degree, in business administration, social sciences or health services or an equivalent combination of education and work experience
- Knowledge and familiarity with northern cultures and the population we serve
- Minimum of two (2) years management/leadership experience
- Experience in health care sector is an asset
- Experience working in mass immunization clinics preferred
- Previous Immunization clinic training preferred
- Demonstrated proficiency in the use of electronic clinics systems preferred and Microsoft Office (Word, Outlook, Excel, Teams) and general computer proficiency required
- Ability to work effectively in a multi-disciplinary team and independently
- Ability to communicate effectively with the public, staff and external stakeholders
- Ability to work with minimal supervision
- Exceptional trouble-shooting abilities using a proactive approach to problem solving
- Excellent customer service skills
- Awareness of risk management using critical thinking skills (i.e. insight into a situation)
- Ability to speak Cree an asset
- Respects and promotes a culturally diverse population

JOB POSTING NUMBER	TH-2021-0011
DEPARTMENT	COVID-19 Immunization Clinic
JOB STATUS/FTE	Term / 1.0 FTE
ANTICIPATED SHIFT	Mon-Fri; Days
TERM (if applicable)	Until December 31, 2021
HOURLY WAGE RANGE	To be discussed
UNION AFFILIATION	OOS

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Northern RHA strives to have a diverse workforce in an inclusive and accessible workplace, which provides opportunity for reasonable accommodation.

Indigenous applicants are encouraged to self-declare when submitting applications & resumes.

We thank all candidates for applying. Only those selected for interview will be contacted.

For more information or to apply, please contact:

Lori Rasmussen, Recruitment Officer

867 Thompson Drive South, Thompson, MB, R8N 1Z4

Email: recruiteast@nrha.ca

Local: 204-679-3181 or **Toll Free:** 1-866-758-7871

www.northernhealthregion.ca

CLOSING DATE: Until Filled