



VACANCY			
<b>Date:</b>	April 21, 2021	<b>Position:</b>	Program Manager – Primary Health
<b>Status:</b>	Full Time, Permanent	<b>Hours of Work:</b>	*Monday – Friday 8:45am – 5pm
<b>Department:</b>	Primary Health	<b>Job Posting No.:</b>	#2021-31
<b>Reports to:</b>	Director of Primary Health	<b>Closing Date:</b>	May 5, 2021
<b>Union:</b>	Out of Scope	<b>Salary:</b>	\$39.320-\$47.839/hourly

\*These hours can vary depending on operational requirements of the program

**Mount Carmel Clinic is committed to equity and inclusion. Candidates are asked to self-declare at the time of application.**

#### **Position Summary**

The Program Manager for Primary Health is responsible for the day-to-day management of their assigned program(s) including human resources, fiscal management, program management and development, financial accountability, quality and innovation as well as the development, implementation and evaluation of the Primary Health Clinic policies and procedures.

In addition, the Program Manager is responsible for carrying out administrative planning, organization, leadership, coordination and evaluation of the Primary Health Clinic's patient care services. They participate in and/or lead program, departmental and organizational initiatives, committees and/or functions with a focus on teamwork and collaboration. The Program Manager must ensure provision of optimal patient care in accordance with Mount Carmel Clinic's objectives, philosophy and mission statement.

#### **Education (Degree/Diploma/Certificate)**

- Bachelor Degree in health-related discipline from an accredited post-secondary education program required, or an acceptable combination of education and experience
- Registration with a Professional College or Association as appropriate
- Successful completion of Healthcare Management course from an accredited education program

#### **Certification/Licensure/Registration**

- Licensure/registration as per professional designation required

#### **Qualifications and Skills**

##### **Management Experience**

Minimum of two (2) years of management experience, (including human resources management) required

##### **Program/Community Knowledge**

Minimum of five (5) years' successful/effective experience in a related service/program and similar population. Demonstrated knowledge of basic financial management, program management, evaluation and development. Demonstrated understanding of the assets, challenges, needs and interests of MCC's clients and community.

##### **Critical Skills**

Demonstrated ability in critical thinking, effective decision-making, change management, problem-solving, crisis management and conflict resolution

##### **Focus on Results**

Demonstrated ability to manage programs, projects and initiatives to effectively and efficiently achieve goals and produce expected results/outcomes

##### **Alignment with Organizational Values**

Commitment to the principles that guide Mount Carmel Clinic, as reflected in the history, vision, mission and values

##### **Indigenous Understanding**

Demonstrated knowledge and understanding of Indigenous culture and traditions and the impact of colonization on the health and well-being of Indigenous individuals and families

##### **Interdisciplinary Team, Collaboration**

Demonstrated ability to work collaboratively and provide effective leadership within an interdisciplinary team environment with respect, professionalism, cooperation, sensitivity and cultural awareness.

##### **MCC Philosophies**

Demonstrated knowledge, commitment and ability to apply diversity, equity, cultural safety, pro-choice, social determinants of health, population health, harm reduction, trauma-informed and community development principles in all aspects of the work.

##### **Communication**

Demonstrated ability/exceptional verbal and written communication skills, including presentations, and proficiency in the use of computer systems, including electronic medical records

##### **Assets**

- Project management skills and experience
- Management education or training, including human resources management
- Experience preparing budgets, monitoring expenditures and preparing financial reports in accordance with the requirements of specific funders
- Experience in grant writing and preparation of funding applications
- Experience in a community agency
- Experience with Community Accuro

A copy of the Job Description for this position is available on request at the address below.

[employment@mountcarmel.ca](mailto:employment@mountcarmel.ca)

All positions are subject to Criminal Record and Child Abuse Registry checks. Applicants may be required to undergo testing to determine the knowledge, skill and ability required for position.

Mount Carmel Clinic is committed to equity and inclusion and has undertaken to increase responsiveness to Indigenous people by promoting a workforce that is representative of the participants and communities we serve. We encourage applications from Indigenous persons, those with lived experience and members of equity-seeking groups. Applicants are encouraged to self-declare in their application.

**Please submit Application Form or cover letter and resume, quoting job-posting #2021-31 to:**

Human Resources  
Mount Carmel Clinic  
886 Main Street  
Winnipeg, MB R2W 5L4  
Fax # (204) 582-4733  
[employment@mountcarmel.ca](mailto:employment@mountcarmel.ca)

We thank all applicants; however, we will only contact candidates selected for interview.