



# Job Posting

**Are you ready to help transform healthcare? WellFort is seeking a Manager Primary Care to join our team!**

## **Manager Primary Care – Permanent 1.0 FTE**

WellFort Community Health Services is a non-profit, values-based organization based in Peel. We provide a wide variety of comprehensive care including primary care, dental, mental health, and chronic disease management with a focus on illness prevention, health promotion and community development. We work with residents and other agencies to increase community capacity.

WellFort is committed to providing inclusive, accessible, and sustainable programs and services to a diversely rich community.

Members of the WellFort Family include:

- Bloom Clinic
- Bramalea Community Health Centre
- Diabetes Education Program
- Four Corners Health Centre
- Health n' Smiles

The Manager, Primary Care working closely with the Primary Care Team Lead is responsible for the supervision, guidance, coaching, scheduling and motivation of the interprofessional primary care-based teams including a focus on high quality clinical care, population health, integrated care within and outside of the organization, patient experience and the successful execution of accountabilities of the program. The Manager ensures efficient and effective service delivery through ongoing planning, monitoring and evaluation of its relevant programs and services. This includes program and service development, and community and partner relations.

This position establishes and leads the inter-professional team, cultivates strong community relationships, and integrates the work of the Health Centre with the broader WellFort strategies and priorities as well as integrated care that WellFort participates in.

In collaboration with the Director of Integrated Care, the Manager will create a culture of evidence-based practice, continuous quality improvement, support interprofessional collaboration and care and address the needs of equity-deserving populations. The Manager, Primary Health Care role will be accountable for the overall performance of multiple primary health care initiatives including the Primary Care Clinic new and evolving programs, and oversee key partnerships.

## **What you will do:**

- Plan and coordinate the programs and its activities.
- Ensure implementation of policies and practices

- Maintain budget and track expenditures/transactions.
- Form action plan to ensure program quality assurance.
- Sets clear goals for the teams in alignment with organizational priorities and funder expectations and leads by setting a good example and engages the team to achieve goals.
- Identifies gaps in service and presents recommendations.
- Participates in monitoring quality indicators including client satisfaction and reporting requirements, as necessary.
- Participates in the development of department specific protocols, through PDSAs and quality improvement initiatives across the center.
- Ensures clinical practice supports to maximize all roles scopes of practice
- Develop policies and procedures to support staff in high quality care delivery and ensure appropriate resourcing within budget to meet client and staffing needs
- Find efficiencies in care delivery
- Monitor practice to ensure all regulatory practices are adhered to
- Works collaboratively with teams to provide education and support to community members and service providers.
- Builds new and maintains existing partnerships with primary care, health and community agencies serving priority populations across Peel Region including a purposeful and committed partnership with the Central West Ontario Health Team
- Acts as a lead in planning and implementation of community events.
- Engage in advocacy, community organizing and community development to address issues related to social determinants of health.
- Develops new program delivery methods and offers project management leadership for identified strategic projects
- Coordinate orientation of new staff, students and volunteers including training requirements
- Leads, guides and supports staff, encourages growth and learning, and ensures that resources are used wisely
- Supports the Team Lead of Primary Care with the day to day operations of the program and is accountable for efficient use of resources including staff planning and scheduling
- Prepares budget submissions for / in consultation with the Manager of Finance, the CEO, and Health Centre staff
- Assists and supports the completion of funding proposals, grant applications, evaluations and other periodic written reports and presentations, as required
- Provide care delivery at any of the office sites as program needs dictate.
- Other duties as assigned.

### **What you will need:**

- Regulated health care professional (RN, OT, PT, etc.)
- An undergraduate degree in a relevant field
- Master's degree in public health, health administration, or other relevant discipline (an asset)
- Minimum 3-5 years experience with clinical leadership in a primary care, community health, CHC setting or a values-based organization
- Minimum of three (3) years of formal or informal leadership experience including supervising an interprofessional team, program development and day to day operations including strengths in mentor, coaching and motivating teams

- Experience leading/supporting quality improvement initiatives, implementing best practices, supporting integrated collaborative care models, and ensuring clinical safety
- Knowledge of relevant legislation, policies and guidelines that govern primary care practice
- Demonstrated understanding of clinical professional values, ethics and standards of practice
- Good knowledge and alignment with the community health centre model, social determinants of health, preventative care, harm reduction, digital health, health equity lens, and emerging trends in healthcare
- Experience establishing and maintaining good working relationships with partner agencies which provide the continuum of health and social sector services to clients.
- Knowledge of health and social service providers, their policies, and support networks in Brampton and Mississauga. Familiar with community resources and government services.
- Proven leadership skills; sound judgement, communication and interpersonal skills
- Proactive, creative systems thinker, and solutions-oriented
- Able to prioritize and facilitate change management
- Able to de-escalate stressful situations in a calm and professional manner
- Ability to speak languages relevant to the residents of the organization's community is an asset.
- Related experience in program development, evaluation, and report writing
- Proficiency with Microsoft office suite and experience with electronic health records
- Availability to work occasional evenings and weekends in a hybrid work environment
- Experience working with confidential and time sensitive documents and information.
- Excellent interpersonal skills and the ability to multitask in a fast-paced environment.
- Demonstrated ability to work independently and interdependently in an interdisciplinary team environment in which the skills and responsibilities of each team member are recognized and respected.
- Project management skills, with the ability to lead collaborative projects involving cross functional/interprofessional teams, and multiple stakeholders and partners.
- Demonstrated proficiency in use of computers and various computer software applications, such as Electronic Medical Record (EMR).
- Consistent access to a vehicle for responsive care delivery at any care delivery location.

### **Apply Now and EMPOWER your career**

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***Candidates who self-identify as being from a marginalized community, including people with lived/living experience of drug use and/or houselessness, Indigenous peoples, racialized persons, persons with disabilities, newcomers, and 2SLGBTQIA+ persons, are encouraged to apply and will be prioritized. We invite these candidates to indicate their relevant identities in their cover letters.***

Requests for accommodation due to disability can be made at any stage in the recruitment process.

The successful candidate will demonstrate a willingness to participate in WellFort's commitment to becoming an inclusive, barrier-free health centre and an ability to work in an interdisciplinary team.

For more information visit [www.WellFort.ca](http://www.WellFort.ca)

**Initial Hiring Salary Range:** \$78,049 – \$90,339 plus additional on-call pay (consideration of experience) Compensation package includes health and dental benefits and HOOPP pension benefits.

**Interested applicants:**

Forward your resume and cover letter to [hire@wellfort.ca](mailto:hire@wellfort.ca). Open until filled

Quote “**MPC1123**” in the subject line

No phone calls please. Successful candidates will be contacted

**VACCINATION REQUIREMENT:**

*As a condition of employment, new WellFort staff must be fully vaccinated unless they have received an exemption from vaccination under the Human Rights Code. Proof of COVID-19 vaccination status will be required before the first day of work or, proof of religious or medical exemption, if or where applicable.*

*Fully vaccinated is defined as having received the completed series of an accepted COVID-19 vaccine, as recommended by the Office of the Chief Medical Officer of Health and having received the final dose at least 14 days before your employment start date.*

*The candidate will be asked to provide WellFort with proof of full vaccination, prior to their employment start date. Acceptable proof is a Ministry of Health Dose Administration Receipt (or such other proof of vaccination that the Province of Ontario sanctions). This can be obtained through the Provincial portal <https://covid-19.ontario.ca/get-proof/>.*

*The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If the candidate is unable to vaccinate for a reason protected by the Code, a request for accommodation can be requested and written proof satisfactory to the organization will be required.*