



INTERNAL CAREER OPPORTUNITY

Clinic Manager

LOCATION: Flin Flon, or The Pas, MB

(Position can be based at either site)

SUMMARY

The Clinic Manager provides direction and supervision to the Primary Care Clinic staff. Responsible for the effective delivery of clinic services to clients, the maintenance of accurate health records according to legislation, and physician billing processes.

QUALIFICATIONS

- Baccalaureate Degree in Nursing from a recognized university (other combinations of skills and education may be considered)
- Eligible to practice and maintain membership/licensure with the College of Registered Nurses of Manitoba
- Conflict resolution training an asset
- Minimum two (2) years' comprehensive experience related to the position
- Excellent knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet
- Experience and/or education in leadership management
- Understanding and knowledge of Electronic Medical Records and Advanced Access

JOB POSTING NUMBER	TP-2018-00002
DEPARTMENT	Primary Care Clinics
JOB STATUS/FTE	1.0 FTE
ANTICIPATED SHIFT	Days (M-F)
TERM (if applicable)	NA
WAGE RANGE	To Be Discussed
UNION AFFILIATION	OOS

FULL JOB DESCRIPTION AVAILABLE ON REQUEST

Aboriginal 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, please contact:

Holly Rousson, RPR, Recruitment Officer

Box 240, The Pas, MB, R9A 1K4

Fax: 204-627-6810

Email: recruitwest@nrha.ca

Local: 204-623-9229 or Toll Free: 1-866-758-7871

www.nrha.ca

CLOSING DATE: January 18, 2018