



**Nine Circles Community Health Centre**  
Is currently hiring for

**DIRECTOR OF CLINICAL PROGRAMS**  
(1.0 EFT Permanent (5 days per week)  
Salary Range depending on qualifications

## **Job Summary**

Reporting to the Executive Director, the Director of Clinical Programs:

- Is a member of the Nine Circles Management Team
- Works with the Management Team in accordance with the Management Team Terms of Reference to recommend and translate Board policy decisions into fiscally responsible program and service delivery
- Actively collaborates in the development and implementation of Nine Circles strategic and operational planning
- Is responsible for the overall operations of the Nine Circles clinical programs and any related time-limited projects as agreed to with the Executive Director
- Is responsible for the duties and responsibilities below and any other related duties assigned by the Executive Director

The job is full-time, 77.5 hours per two-week period (including holiday pay hours). The regular work days for this position will fall between 8:00 a.m. and 8:00 p.m. Mondays through Fridays. Occasional evenings and weekends will be required.

The position is classified as out-of-scope. A comprehensive benefit package is provided as per employee eligibility via HEB Manitoba.

This position is funded for 2,015 hours annually, including holiday pay hours.

## **Key Responsibilities**

Key areas of responsibility include:

1. Communication
2. Relationship with Funding Agencies
3. Human Resources
4. Programs & Service Delivery (Operations)
5. Quality Assurance & Risk Management
6. Projects

A detailed job description stating all position duties and responsibilities is available upon request.

## **Qualifications**

### *Required Education*

- Bachelors of Nursing combined with
  - a master's degree in nursing, public health or community health (preferred) and
  - at least two years relevant program management experience

### *Required Knowledge, Skills, and Experience*

- A minimum of three years of health system experience, preferably in a community-based primary care setting
- Comprehensive knowledge of health and social issues related to HIV, HCV, Sexually Transmitted Infections (STBBI)
- Knowledge and experience in leading multi-disciplinary, client-centered primary health care teams
- Demonstrated knowledge and understanding of Health Equities, Harm Reduction, and Client-Centered concepts and applications
- Demonstrated program development and quality improvement experience
- Demonstrated ability to work effectively within a multi-disciplinary team environment
- Demonstrated problem solving skills
- Demonstrated ability to identify, develop and implement policies and procedures
- Demonstrated success in grant, project and program proposal development
- Excellent oral, written and organizational skills and ability to multi-task
- Excellent interpersonal skills including a demonstrated ability to manage interpersonal conflict
- Demonstrated computer skills including knowledge of Microsoft-based software applications such as Word, Excel, and Power Point
- Demonstrated experience in an Electronic Medical Record environment
- Incumbents must be prepared to complete the ACRN (HIV/AIDS Certified Registered Nurse) or related designation within the first 5 years of employment

### *Assets*

- Train the trainer skills in Quality Improvement processes (e.g. LEAN)
- Fluency in languages other than English

### *Required Immunization & Testing upon hiring*

- Rubella
- Measles
- Hepatitis B
- Varicella
- Tuberculosis screening (TST)

### **How to Apply**

Interested candidates may forward their letter of application and résumé to:

Email: [humanresources@ninecircles.ca](mailto:humanresources@ninecircles.ca)

**Deadline for application: Friday, December 15, 2017 by 4:00 p.m.**

Nine Circles encourages application from qualified First Nations and Métis persons, as well as qualified gay, lesbian, bisexual, transgendered, and two-spirited persons.

*Nine Circles thanks all applicants for their interest, however only those selected for further consideration will be contacted.*