



Nine Circles Community Health Centre
Is currently hiring for

OPERATIONS MANAGER
0.8 EFT (31 hours per week)
Permanent
\$29.777/hour to 39.702/hour depending on qualifications

Reporting to the Executive Director, the Manager is responsible for leading the delivery of day-to-day operations including accountability for building operations, managing contracts and vendors, overseeing safety systems and technology systems management. A priority for this position is overseeing Nine Circles client flow in an effort to minimize client barriers to services and to optimize staff engagement and enhance work flow processes. Additionally, this position:

- 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;

The job is a **permanent position**, 62 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 may be required.

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

Key Responsibilities

Key areas of responsibility include:

1. Staff Supervision and Support
2. Safety Response System management
3. Facility and support services management
4. Quality Assurance and Risk management

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

Qualifications:

Required Education

- An undergraduate degree in business administration or in a relevant discipline from an accredited post-secondary education program
- An equivalent combination of education and experience may be considered

Skills and Experience

- Minimum of 3 years of recent management experience including human resources management preferably in a unionized environment.
- Minimum of 3 years in a leadership role supporting facility and operations
- Experience in leading and monitoring quality improvement
- Knowledge of non-violent crisis intervention techniques, infection prevention & control and WHMIS procedures and processes
- Experience with Accuro or other electronic medical records
- Excellent project management skills and proven experience in functioning at both a strategic and operational level
- Proficiency with computerized systems (Microsoft Word, PowerPoint, Excel and outlook application software); experience with e-mail and computerized calendars is essential
- Demonstrated ability to learn new electronic/computerized systems
- Ability to understand, provide feedback and present solutions to strengthen current work flow processes
- A hands-on, forward-thinking planner with strong problem-solving skills; willingly and enthusiastically provides support and mentorship
- Understands and considers the overall impact of system change in a multidisciplinary team experiencing change
- Skilled communicator and excellent oral and written communication skills
- Ability to handle highly confidential material and matters
- 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

Assets

- Experience in LEAN Six Sigma
- Project Management experience/certification
- Training in Infection Prevention and Control
- Demonstrated understanding of the assets, challenges, needs and interests of Nine Circles' service populations
- Fluency in languages other than English

How to Apply

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

Email: humanresources@ninecircles.ca

Deadline for application: Monday, June 28th, 2021 by 4 p.m. (for closing)

Nine Circles celebrates diversity and is committed to creating an inclusive environment for all employees. We encourage applications from qualified people who are Indigenous, living with HIV, identify as 2SLGBTQ, or belong to other traditionally marginalized communities.*

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