



## **Business Manager for Open Health Niverville**

The Town of Niverville invites applications for the position of Business Manager for Open Health Niverville. The responsibilities of the Manager as related to the Open Health Niverville Medical Clinic, encompass the domains of management and leadership, planning, organizing, communication, resource management (fiscal and human), doctor recruitment, policy development, and continuous service improvement. This is a part-time position (6 hours per day, Monday to Friday), with the potential to increase to 7 hours per day. The position may involve some evening and weekend hours.

The key performance indicators for this position are:

- 1) Customer Service Satisfaction
- 2) Employee Retention/Relations
- 3) Financial Sustainability of the Clinic

The preferred candidate will have the following qualifications:

- Post-secondary education (medical field is an additional asset)
- Experience in a medical related field
- Office 365, Word & Excel (experience in EMR [Input Health] is an asset, experience with WordPress is an asset)
- A Valid Class 5 Manitoba driver's license
- Critical thinking skills
- Complex problem solving skills
- Judgement and decision making skills
- Excellent customer service skills
- Systems analysis
- Management of financial resources
- Ability to adapt to shifting priorities, demands and timelines
- Excellent command of the English language, both verbally and written

Conditions of employment:

- PHIA Pledge of Confidentiality
- Satisfactory Criminal record check
- Satisfactory Child Abuse Registry Check
- Satisfactory Vulnerable Sector Check

The successful candidate will have demonstrated a high level of initiative and enthusiasm in their approach towards fulfilling responsibilities in previous roles. Please visit <https://www.wheretheyoubelong.ca/living-here/employment/> for a full job description.

The Town of Niverville offers an excellent remuneration and benefits package commensurate with qualifications and experience. Preference may be given to local residents. Interested applicants are invited to submit a detailed resume complete with three references and salary expectations to:

Open Health Business Manager

Town of Niverville

Box 267, Niverville, MB R0A 1E0

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

***We thank all who apply and advise that only those selected for a personal interview will be contacted.***