



CLINICAL MANAGER – 112-24-3
Primary and Clinical Care Services – Health Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **August 14, 2024**, for the **Primary and Clinical Care Services with Health Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.** Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The Clinical Manager Reports to and works under the direction and supervision of the Senior Manager, Primary and Clinical Care Services, Six Nations of the Grand River Elected Council, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River Elected Council.

PURPOSE & SCOPE OF THE POSITION:

The role of Clinical Manager for Primary and Clinical Care Services at Six Nations of the Grand River is a multifaceted role crucial to the success of our model of care. This position serves as a foundation in ensuring the delivery of culturally sensitive, high-quality healthcare services that align with the unique needs and values of the Six Nations of the Grand River community. The Clinical Manager plays a pivotal role in managing the daily operations of clinical staff, services and programs for the Primary Care Clinical team, along with providing supervision and leadership to the interdisciplinary clinical team. Pursuing collaboration among healthcare professionals and promoting the integration of healthcare services across various domains.

Type	Full Time
Closing Date	August 14, 2024
Hours of Work	35hrs/week
Wage	TBD

*A competitive compensation package will be offered commensurate with qualifications. *



BASIC QUALIFICATIONS:

Minimum Requirements:

- Bachelor's Degree or Diploma in Registered Nursing and a member in good standing or eligible for membership with the College of Nurses.
- Preferred 5+ years of clinical/primary care/acute care experience.
- Preferred 3 years of supervisory/leadership experience
 - Demonstrated experience working in an interdisciplinary team.
 - Proficiency in electronic health records and other relevant healthcare technologies.
 - Proficiency in financial management of budgets and government reporting
 - Culturally competent to work with the Six Nations community.

Other Related Skills:

- High level of computer skills both in software applications and general hardware maintenance.
- Strong organizational and time management skills.
- Strong interpersonal, verbal and written communication skills.
- Understands the importance of confidentiality. Ability to work with tact and discretion.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@sixnations.ca.



Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Clinical Manager – Full Time – 112-24-3

c/o Reception Desk

Grand River Employment & Training (GREAT)

P.O. Box 69, 16 Sunrise Court

Ohswéken, Ontario N0A 1M0



POSITION DESCRIPTION – Department of Wellbeing

POSITION TITLE: Clinical Manager - Primary Care and Clinical Services

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Senior Manager, Primary and Clinical Care Services, Six Nations of the Grand River Elected Council, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River Elected Council.

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KEY DUTIES & RESPONSIBILITIES

Clinical Leadership/Supervision

- Provide clinical leadership and supervision to the interdisciplinary team, consisting of all registered nursing staff: RPN's, RN's and NP's and all allied health staff
- Collaboration with Clinical Lead to ensure all clinical staff adhere to best practices, standards of care, and regulatory requirements.
- Provide input and collaboration to the Clinical Lead in the development and implementation of clinical protocols, pathways, and guidelines to optimize patient outcomes and enhance care delivery.
- Conduct regular performance management including evaluations for clinical staff and provide constructive feedback.
- Works collaboratively with the clinical teams to provide practice management support, coordination of services and support practice efficiency
- In conjunction with the Manager of Primary Care and Clinical Lead, plan and hold monthly all staff meetings
- Draft policies for the approval of the Senior Manager
- Prepare procedures and workflows to implement organizational policies; review existing policies annually and recommend changes appropriate.
- Support Clinical Lead in orientation process, onboarding and continuing education for all new clinical hires and staff.

Small text at the bottom of the page: Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- Conduct research to identify funding sources, develop fundraising plans, and write proposals to secure additional funds for program implementation.
- Assist in planning and developing funding proposals and applications.
- Determine staffing requirements for the Clinical Team and program delivery.
- Oversee the scheduling, workload distribution, and performance of clinical staff.

Administrative Duties

- Responsible for the development and update of clinical and operational policies and procedures
- Collects, compiles and records measurable data on programs for quarterly evaluation
- In collaboration with the Senior Manager and Manager of Primary Care and clinical lead supports the development and submission of the Annual operating plan to Ontario Health.
- In conjunction with the Manager of Primary Care services, supports data input and financial review of quarterly financial reporting to Ontario Health
- Support/implementation of accreditation standards and guidelines
- Supports the operationalization of the strategic goals
- Leads and/or participates in various working groups
- Ensures full compliance in the Ontario Occupational Health and Safety Act and all other applicable legislations
- Work with the SNEC to secure ongoing and adequate funding for the operation of the team within the organizations.
- Approve accounts payable, purchase orders, payroll; and maintain documentation for respective funding agencies including submission and review to finance.
- Ensure that sound bookkeeping and accounting procedures are followed.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the team.
- Oversee the implementation of the human resource policies, procedures and practices including the development of job description for staff.
- Ensure the personnel, client and volunteer files are securely stored and privacy/confidentiality is maintained.
- Provide SNEC with comprehensive, regular reports on the revenues and expenditure of the Team.

Information Technology

- Provide leadership in the optimization of the use, administration, improvement and maintenance of the Electronic Health Records system
- Identify new reports to facilitate program monitoring, measurement and evaluation and work with team to establish
- Enhance process flow

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- Establish new measurement systems if/where possible
- Support FHT staff to record, collect and analyze data
- Develop, implement and monitor privacy issues respecting patient data and information sharing
- Completion of quarterly chart audit reports and outcome-based review with staff

Integration Support

- Facilitate seamless coordination and integration of care across the continuum, including primary care, specialty care, behavioral health, and social services.
- Provide insight and leadership into the development and implementation of integrated care within the primary care team
- Serve as a liaison between the primary care team and external healthcare providers, community organizations, and social service agencies to ensure comprehensive care coordination.

Quality Improvement and Performance Management

- Understands and oversees Quality Improvement and Operational Efficiency
- Leads the development of Quality Improvement Initiatives, including the annual Quality Improvement data collection and submission
 - Lead quality improvement initiatives within the integrated primary care team, utilizing data-driven approaches to identify areas for improvement and implement evidence-based interventions.
 - Monitor key performance indicators and clinical outcomes, identifying trends and opportunities for enhancement.
 - Provide mentorship and support to clinical staff, promoting a culture of continuous learning, professional growth, and excellence in patient care.
 - Oversee the development and implementation of staff training programs to ensure high standards of care

Collaboration and Project Management

- Foster collaboration among team members and external partners to drive innovation and improve patient outcomes.
- Lead project management efforts for ongoing initiatives, ensuring timely completion and successful outcomes.
- Support and assist in coordinating new program and clinic launches with primary and clinical care, overseeing all aspects of planning, implementation, and evaluation to ensure a smooth transition and optimal functioning.



WORKING CONDITIONS:

- Working has a high profile, extensive public contact and is subject to deadlines and interruptions.
- Work may at times be subject to unscheduled hours.

WORKING RELATIONSHIPS:

With the Senior Manager:

Receives direction, guidance, encouragement; discusses plans and priorities.

With the Program Managers and Clinical Lead:

-Receives guidance and discusses plans, priorities to ensure tasks are done efficiently and effectively.

With Other Staff:

Promotes courtesy, co-operation and teamwork with all staff.

With External Agencies:

- Represents and promotes Six Nations interests relative to health services; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

With the Public:

- Represents and promotes the health services interests of Six Nations; works in a courteous, co-operative positive and proactive manner, provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Bachelor's Degree or Diploma in Registered Nursing and a member in good standing or eligible for membership with the College of Nurses.
- Preferred 5+ years of clinical/primary care/acute care experience.
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 - Demonstrated experience working in an interdisciplinary team.
 - Proficiency in electronic health records and other relevant healthcare technologies.
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- Understands the importance of confidentiality. Ability to work with tact and discretion.

IMPACT OF ERROR:

Errors in judgment and in the conduct of duties could lead to loss credibility, poor public relations, confusion, duplication of effort and misinformation being given to the Director of Wellbeing, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by the Department of Wellbeing and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Department of Wellbeing and other legislation provided by the respective governments.