



INTERNAL/EXTERNAL JOB POSTINGS

POSITION TITLE

Coordinator, Primary Care Clinic Full-time Indeterminate

South-East Ottawa Community Health Centre (SEOCHC) is a non-profit, community-governed organization that provides a range of multi-disciplinary services to clients, including primary care, health promotion, social services, community and resource development, home support and advocacy to address the social determinants of health. SEOCHC particularly responds to persons who face barriers to accessing health and social services and who live in South-East Ottawa. Our services and programs are designed to meet the needs of our community.

We are seeking an experienced and dynamic clinical leader to join our growing primary health care team. The Coordinator, will work with highly-skilled interprofessional staff, which includes physicians, nurse practitioners, nurses, support staff, other regulated healthcare professionals, and clinical leaders. Our teams provide primary health care services at our Main site, at our satellite locations, as well as in the community. The role will work in collaboration to support client and community-centered care, efficient clinical operations, and positive health outcomes. In collaboration with the Director, the Manager and the Coordinator will create a culture of evidence-based practice, continuous quality improvement, support interprofessional collaboration and care and address the needs of equity-deserving populations.

The Coordinator, Primary Care Clinic role will oversee daily clinic operations, ensure efficient clinical and administrative workflows and clinical safety, and access to resources and supports that enable staff to work to full scope and meet client care needs.

MINIMUM QUALIFICATIONS:

- Regulated health care professional (RN, OT, PT, etc.)
- Baccalaureate degree in nursing, physiotherapy, occupational therapy, or other relevant discipline
- Related experience with progressive responsibility in a community health setting
- Ability to lead in a primary care setting (clinical operations, workflows, allocate resources/supports)
- Knowledge of relevant legislation, policies and guidelines that govern primary care practice
- Demonstrated understanding of clinical professional values, ethics and standards of practice
- Good knowledge and alignment with the community health centre model, social determinants of health, preventative care, harm reduction, digital health, health equity lens, and emerging trends in healthcare
- Ability to facilitate and support a high functioning cohesive team
- Ability to de-escalate stressful situations in a calm and professional manner
- Fluent in English, French and other languages considered an asset
- Proficiency with Microsoft office suite and experience with electronic health records
- Availability to work occasional evenings and weekends in a hybrid work environment

SALARY RANGE: \$74,783.80 - \$84,975.80 (benefits, HOOPP)

Please forward your curriculum vitae and cover letter stating how your qualifications match the job requirements by **4:00 p.m. on Monday, September 13th, 2023**

Human Resources Officer
South-East Ottawa Community Health Centre
<https://seoche.bamboohr.com/careers/210>

Thank you for your interest. Only candidates selected for an interview will be contacted. The Centre is committed to employment equity. SEOCHC will provide accommodation for applicants with disabilities in its recruitment process. If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.