



JOB POSTING

Clinic Coordinator – Oakwood-Vaughan Site

Permanent, Full-time, 35 hours per week

\$62,217 to \$73,704 per annum (commensurate on experience and education)

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of five locations (soon to be six), Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program.

Unison's mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

At this time, Unison is seeking a Clinic Coordinator to coordinate and oversee the daily operations of the Oakwood/Vaughan site, including the programs of ongoing primary health care and the Youth Edge OV, drop-in, mental health and sexual health clinic.

Accountability:

The Clinic Coordinator is accountable to the Clinical and Allied Health Site Manager, Lawrence Heights and Oakwood Vaughan.

Job-Specific Responsibilities:

- Coordinates staff schedules and ensures coverage for health services
- Provides continuity of health services through coordination of shifts and days
- Provides professional expertise and consultative advice related to operational delivery of health services
- Provides clinical support and/or backup when required
- Supports the developing, planning and implementing of the delivery of health services
- Participates in the monitoring, data collection and evaluation of the health services delivered
- Coordinates the ordering and maintenance of clinical supplies and equipment
- Assists with clinical budget
- Provides technical, administrative and operational direction to staff
- Ensures a multi-disciplinary approach to primary health care programs by facilitating sharing of information
- Coordinates the orientation and onboarding of new staff

- Coordinates the ongoing development and training of program specific staff
- Conducts regular team meetings as required
- Coordinates the conduction of Peer audits
- Responsible for the technical/administrative support and the system structures to ensure efficient operations within area of responsibility; ensuring staff have what is needed to provide optimal services
- Participates in meetings with external partners as they pertain to the work at Edge OV.

Organizational Responsibilities:

- Participate in team and organization-wide meetings and committees, initiatives and events
- Develop work goals in conjunction with supervisor, identifying action plans, learning objectives and professional development needs
- Participate in performance appraisal process, including self-evaluation component
- Adhere to all policies and procedures of the organization
- Identify, report and debrief on client safety incidents, good catches, occupational health and safety incidents and near misses
- Submit encounter data and/or statistics, administrative forms and reports in a timely fashion
- Orient, supervise and support students and/or volunteers as required
- Other duties as required.

Job-Specific Qualifications:

- RN with an undergraduate degree in nursing, or a combination of educational preparation and relevant experience
- Strong understanding of and experience working with youth sexual health, youth mental health, addiction issues and community primary care
- Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities
- Commitment to pro-choice philosophy
- Demonstrated commitment to equity goals and principles, to sexual and reproductive rights, to being youth positive, LGBTQ positive and sex positive and to being inclusive of diverse sexual and gender identities
- Knowledge of issues affecting communities facing barriers to access in an urban environment
- Excellent interpersonal, communication and organizational skills, including computer literacy
- Excellent interpersonal skills with colleagues, students, community members, volunteers, etc.
- Excellent English communication skills, both written and verbal, with individuals and groups; knowledge of a second (or more) language and culture is an asset
- Knowledge of program/service development, implementation, monitoring and evaluation
- An understanding of the multi-disciplinary nature of community health issues
- Ability to work flexible hours.

Interested candidates are asked to email a résumé with covering letter **by February 8, 2019 at 4:00 p.m. to:**

Hiring Committee – Clinic Coordinator, Oakwood-Vaughan Site
Unison Health and Community Services
hirings@unisonhcs.org

Please cite UN_2019_002 in the subject line of the email

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.