

JOB POSTING

# **Integrated Clinic Coordinator**

# **Part-time, Contract Position (ASAP to March 2023), 17.5 hours per week**

$ 32,042 to $ 37,957 per annum for 17.5 hours per week (0.5 FTE)

**Salary 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 six locations, 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 Health and Community Services 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 part-time clinic coordinator. Reporting to the CEO, this position will coordinate and oversee the daily operations of up to 4 Integrated Care Clinics per week.

# **Job-Specific Responsibilities:**

* Coordinates clinics held weekly at four different locations 2 to 3 hours per clinic, including being on site or on call for those clinics.
* Works with CEO to identify OHT partner involvement and other service providers.
* Coordinates staff schedules and ensures coverage for clinic services.
* Coordinates the ordering and maintenance of clinical supplies and equipment.
* Provides administrative and operational direction to staff.
* Participates in meetings with external partners as they pertain to the work of the Integrative Care clinics.
* Participates in the monitoring, data collection and evaluation of the services delivered.

# **Job-Specific Qualifications:**

* Post-secondary degree or certificate and/or equivalent in training and experience.
* Strong administration and coordination skills with experience in supervision, teamwork/teambuilding and program/service management.
* Excellent interpersonal, communication skills, both written and verbal, with individuals and groups; knowledge of a second (or more) language and culture is an asset.
* Effective critical thinking, decision making and problem-solving skills within a fast-paced and continually changing environment.
* Demonstrated knowledge of, and sensitivity to, the impact of social, economic, environmental and cultural issues on diverse communities.
* Knowledge of issues affecting communities facing barriers to access in an urban environment.
* Knowledge/experience of working with people who are experiencing mental health issues and an understanding of harm reduction.
* Ability to work flexible hours.

Interested candidates are asked to email a résumé with covering letter by Thursday, July 7, 2022 4:00 p.m. to:

Hiring Committee – Integrative Clinic Coordinator

Unison Health and Community Services

[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2022\_029 in the subject line of the email.**

**Please be advised that our organization requires all staff, students, and volunteers to be fully vaccinated. Proof of vaccination can be obtained from the Ministry site.**

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.