

Gateway Community Health Centre (Gateway), located in Tweed, Ontario, provides accessible quality care with a focus on health promotion and illness prevention through an inter-professional team in a collaborative practice model. Gateway supports populations at all ages and stages of life with an emphasis on those who are high risk and/or experiencing barriers to accessing services. A systems perspective, a focus on community health, and attention to continuous improvement are essential for success in this role. We are seeking individuals with a passion and commitment towards innovation and an inclusive work environment.

The Clinical Coordinator supports our clinical team and ensures client access to care by optimizing our clinical flow and managing the day-to-day operations of our primary care team. Professional, dynamic, and passionate about the client experience are just a few of your traits. You are able to create and sustain efficient, effective work systems that help everyone maximize their time for a positive client experience. If you have a passion for quality improvement in a primary health care setting, send us your resume and tell us why this role is for you.

Requirements

- **Experience:** 2 years required. Previous leadership and ambulatory or primary care experience is preferred.
- **Licensure/Certification:** Current RN license or Allied Health license required.
- Proven excellent interpersonal and communication skills, high level of problem solving and critical thinking skills to find solutions to difficult human, technical, clinical, or administrative problems.
- Illustrated excellent problem analysis skills to develop solutions and the ability to manage/coordinate effectively the daily operation of the clinic and work of the team.
- Experience in the development and implementation of a staffing schedule that promotes client timely access to care, flexibility to meet daily operational needs, and a strong team model of care.
- Demonstrated ability to foster teamwork, team member engagement and healthy work-life balance
- Knowledge of current Personal Health Information legislation
- Strong clinical skills with demonstrated application of best clinical practice, and professional standards of care
- Proficiency in the use of computers, various software applications; experience working with Electronic Medical Record systems
- Demonstrated ability to create, implement and evaluate quality improvement initiatives.
- Knowledge of current Infection Prevention and Control Practice
- Ability to implement and manage inventory of consumables i.e.; clinical equipment supplies and vaccines.
- Demonstrated decision making and critical thinking skills that are in alignment with Gateway CHC's core values
- Experience and/or openness to working with individuals who face barriers accessing traditional health care institutions.
- Respectful of the values and diversity of the communities and individuals we serve.

This position requires flexibility in hours of work to support accessible program service delivery and the Centre's hours of operation. As such, the position entails evening and weekend shifts.

Gateway is an inclusive work environment. We welcome and encourage applications from people with disabilities, and we can provide assistance and accommodations on request for candidates taking part in all aspects of the selection process.

To apply for this position, please provide a **cover letter** and **resume** by **12:00pm on Friday, January 14, 2022**, via **email** to: Humanresources@gatewaychc.org. When submitting by email, include **CC2022** in the subject line.

We sincerely thank all applicants, however, only those selected for an interview will be contacted.

For more information: www.gatewaychc.org