



JOB POSTING

POSITION	Interim Senior Manager
EMPLOYMENT CATEGORY	Contract - Six (6) months, with possibility of extension
COMPENSATION	\$90, 000 per annum (pro-rated) + eligible benefits
REPORTS TO	Executive Director

About Us: Hamilton Urban Core Community Health Centre has been addressing health inequities such as poverty, racism, discrimination, unemployment & homelessness, faced by community members, neighbours, friends and families in Hamilton’s city core for nearly 30 years. The Centre addresses the complex needs of vulnerable, racialized, and marginalized communities by providing services such as primary healthcare, community health, health promotion & harm reduction services; as well as mental health & addictions counselling, meal programs and more.

Opportunity: Are you ready for a new and exciting challenge? We are currently seeking a Senior Manager to join our dynamic team of health care services providers.

Responsibilities: The Senior Manager will play a pivotal role in overseeing all program activities and ensuring their efficient and effective delivery. Under the strategic direction of the Executive Director, the Senior Manager provides team leadership and manages the day-to-day operations of activities related to program and service delivery, facilities management, office, and asset management. The position is also responsible for leading key assigned projects and providing project management services, reporting, tools, and guidance across the organization to ensure alignment with best practices.

The Senior Manager’s responsibilities will include:

- Oversees and provides team leadership for the day-to-day operations and activities of program management, office and asset management
- Responsible for initiatives as they relate to the Health Centre’s strategic plan, balanced score card, and client satisfaction
- Oversees and manages the provision of infrastructure and space planning and services (e.g., accommodation, accessibility plans, and facility improvements, building maintenance and renovations, furniture/assets management, building safety and security, environmental initiatives, etc.) for all sites as required
- Ensures compliance with established organizational and corporate policies and guidelines and procedures

- Supports the planning, scoping and approval of assigned projects ensuring appropriate alignment and connectivity across projects and in support of organizational goals and priorities
- Supports the development of project plans and day-to-day coordination for all approved projects to help ensure deliverables, milestones and budgets are defined and on track throughout the various stages of the project
- Ensures the highest standards of clinical and social care service delivery
- Provides coordination and monitoring of project deliverables including development of dashboards, project calendars and status reports, issues management and risk and mitigation strategies; monitors progress, and keeps internal and external stakeholders informed
- Participates in broad-based health planning through affiliation with appropriate organizations, colleges, and institutions
- Assists in the development of funding proposals with respect to health care programs
- Recommends and develops project management and change management tools, standards and guidelines based on leading practices
- Provides day to day supervision to the management team members

QUALIFICATIONS:

- Understanding of the health system and community health sector is preferred
- Knowledge of business and corporate administrative services processes, procedures and tools.
- Knowledge of project management principles methodologies, tools and best practices to effectively track/monitor status of projects.
- Proven ability to complete projects according to outlined scope, budget, and within timelines
- Demonstrated analytical, research, issues management and problem-solving skills
- Excellent interpersonal and communication skills, oral and written
- Demonstrated flexibility, organizational and time management skills in a complex and collaborative environment
- Ability to work collaboratively across all levels of the organization
- Ability to operate technology-based software and equipment effectively and proficiently.
- Proven experience as a Manager with demonstrated decision-making skills.
- Minimum of 5 years work experience in project management, business/corporate administration, and leadership preferably in a health or social services setting
- Master's degree in health administration, business administration, project management, leadership, or related field – or a combination of equivalent education, training and experience.

How to Apply:

Excited by this potential opportunity? Please submit a cover letter and resume to: **administration@hucchc.com** by **May 13th** at 5:00 PM.

*Hamilton Urban Core Community Health Centre is an equal opportunity employer. For accommodations to participate in the hiring process, please contact **administration@hucchc.com** to request assistance. Please note only those selected for an interview will be contacted. Thank you for your interest and application for the Senior Manager position.*