

**As a fully accredited, progressive health care organization, Geraldton District Hospital is committed to providing high quality services to residents of Greenstone and surrounding First Nations communities.**

**With 23 acute care beds, 26 long-term care beds, a 24-hour emergency department and a heliport, Geraldton District Hospital provides an array of services, including clinical nutrition, diagnostic imaging, laboratory, outreach chemotherapy, rehabilitation, social work and telemedicine.**

**For more information about Geraldton District Hospital, visit www.geraldtondh.com**

**Chief of Clinical Services**

**Permanent Full-Time**

As a member of the Senior Management team, this individual will be involved in the strategic planning process, and is responsible and accountable to the Chief Executive Officer for the effective direction and management of clinical services, including Imaging, Clinical Nutrition, Laboratory, Rehabilitation, and Registration departments.

**Duties Include:**

* Participates in the strategic planning initiatives of the Hospital
* Oversees the day to day operations of the Imaging, Laboratory, Rehabilitation, Clinical Nutrition,

Registration and Clerical Services

* Oversees the development of goals, objectives and performance standards in areas of responsibility
* Oversees the development of area-specific policies and procedures
* Develops, monitors, evaluates and controls area-specific operating and capital budgets, including financial and statistical information
* Ensures Quality Improvement principles are followed in areas of responsibility
* Responsible for staffing and scheduling, including vacations, leaves of absence, etc., including the submission of hours worked to payroll
* Responsible for the approval of new staff hiring and staff performance appraisals
* Ensures the review and follow-up of Incident Reports for areas of responsibility
* Responsible for locum physician scheduling and emergency on-call coverage remuneration
* Registration of new users in Ministry programs
* Participates in departmental/hospital-wide training, committee activities, and quality improvement initiatives
* Liaison with external organizations as required
* Executes binding contractual documents as delegated signatory
* Shares administration on-call on a rotating schedule with other managers
* French Language Coordinator



**Qualifications:**

* Degree or diploma in a health related discipline, business or health administration with experience in healthcare or equivalent combination
* Five (5) years progressively responsible management experience in a unionized health care setting is preferred
* Demonstrated working experience in program development and procedure implementation
* Proven flexibility and ability to adapt positively to change
* Demonstrated initiative in managing multiple priorities with excellent organizational and time management skills
* Demonstrated excellent interpersonal, communication and management skills
* Advanced working skills of Microsoft Office
* Ability to communicate in both official languages is preferred
* Knowledge and understanding of the Indigenous cultures/languages is an asset
* Membership in the Canadian College of Health Service Executives is an asset
* Knowledge of Meditech is an asset

Geraldton District Hospital is committed to workplace diversity and provides accommodations to applicants with disabilities throughout the hiring process.

If you are interested in this challenging opportunity, please submit your application and resume in confidence, by **16:00 on Wednesday January 16, 2019**, via email, to:

[hr@geraldtondh.com](mailto:hr@geraldtondh.com)