

MANAGER, UNIVERSITY OF LETHBRIDGE HEALTH CENTRE

The University is seeking applications for the full-time continuing position of Manager, Health Centre. Reporting to the Executive Director (Student Services), the manager is responsible for the management of the entire Health Centre, its programs, and personnel.

The University of Lethbridge Health Centre has been providing services to students since 1967, when the University began operations. Over the years it has expanded from a Centre that provides basic health care, to a clinic offering a full spectrum of health services to all students including international students. In 2008 services were extended to include episodic care for faculty and staff. The Centre currently serves a population of over 8000 undergraduate and graduate students and over 1100 staff members.

The Health Centre plays an integral role in Student Services by offering Medical Clinic services (on-campus physician appointments for health concerns) and Mental Health assistance through a team of mental health professionals.

Responsibilities associated with this position include:

- Manage the Health Centre budget and long term financial forecasting;
- Hire and lead a diverse team of support staff, mental health staff, nurses and physicians;
- Ensure clinic compliance with all university policies, professional association guidelines, provincial and federal legislations, and health information procedures – for example, Health Information Act (HIA), Health Professions Act, and Freedom of Information and Protection of Privacy Act (FOIPP);
- Manage the Health Centre transition to Student Services Wellness Centre, a physical collaboration with Counselling Services and Accommodated Learning;
- Collaborate with the U of L Public Health Response Team for Public Health concerns;
- Liaise with other campus departments and community resources for projects and consultation;
- Work collaboratively with the Physician Lean and Psychiatry Lead to develop clinic plans, service priorities, program development, best medical practices, and adherence to relevant legislations and standards;
- As Privacy Officer for the Health Centre, coordinate and maintain the integrity of the Clinic's health information in accordance with relevant federal and provincial legislation, IT guidelines and University policies.

Qualifications:

- Minimum of undergraduate degree or extensive related experience in HR management, business administration, and/or healthcare;
- Understanding of the Health Information Act (HIA), Health Professions Act, Freedom of Information and Protection of Privacy Act (FOIPP) and clinician profession association standards (CPSA, CARNA);
- Experience with both health and administrative professions that comprise our clinic team.
- Leadership and management skills with a focus on patient care;
- Interpersonal skills with the ability to provide feedback for improvement.

The University offers a competitive compensation package with a full range of benefits.

Qualified candidates are invited to apply by **December 19, 2017**. Please include a detailed resume and salary expectations.

To apply to this position, please refer to “Careers at the U” on the University of Lethbridge Human Resources webpage at www.uleth.ca/hr.

The position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. The University is an inclusive and equitable campus encouraging applications from qualified women and men including persons with disabilities, members of visible minorities and Aboriginal persons. Thank you to all applicants; however, only those selected for an interview will be contacted.