

Executive Director – 1.0 FTE

OakMed Family Health Team (OFHT) is a comprehensive primary care team serving over 12,000 patients within the community of Oakville, Ontario. Quality patient care is delivered by a dedicated team of 8 Family Physicians, a Nurse Practitioner and additional healthcare professionals including a Registered Dietitian, Pharmacist, Social Workers, and additional support staff.

Your Opportunity:

The Board of Directors is seeking to recruit a passionate and collaborative leader who will have responsibility for the management of all operational matters of OFHT. The Executive Director has the responsibility to execute the Board's strategic plan and provide administrative leadership and day-to-day management of the organization.

Reporting directly to the Board and working closely with an active and engaged team of dedicated staff, the Executive Director will communicate both the substance and importance of the organization's mission to the public, government, and strategic partners across the healthcare community.

The Executive Director will provide leadership and oversight in the following areas:

- Financial Management
- Human Resources
- Legislation and Risk Management
- Board and Governance
- Operations
- Privacy

Experience & Qualifications:

- Degree in a health related field, Master's level education and/or MBA preferred or equivalent Bachelors Degree and at least 5 years relevant management experience preferably in a health care environment with preference given to those with experience in a primary care setting.
- Proven operational leadership for an interdisciplinary team.
- Proven ability to develop partnerships.
- Experience with Quality Improvement Measures, Decision Support and Patient Engagement.
- Excellent computer skills including experience working with Electronic Medical Records (EMR).
- Strong finance skills and familiarity with the use of Quickbooks Accounting and MS Excel to monitor/manage a budget.
- Experience with strategic planning, project management, Board governance reporting and RFPs.
- Experience in program planning, development and evaluation.
- Knowledge of relevant legislation and government policy affecting FHTs and primary healthcare.
- Excellent problem-solving and organizational skills, as well as written and verbal communication skills and interpersonal skills.

Why join OakMed?

- Comprehensive Pension Plan (HOOPP)
- Extended health care benefits including health, dental, vision & critical illness insurance
- Generous professional development time and funding allocations
- Organizational commitment to work-life balance, including options for a hybrid work model

Application Instructions:

Interested applicants please submit résumé and cover letter to the attention of John Fleming, Chair of the Board by email: hr@hamiltonfht.ca by 4:00 p.m. on the closing date of Monday, November 21, 2022

Summary:

Job Title:	Executive Director
Primary Location:	Oakville, Ontario
FTE:	1.00
Posting End Date:	November 21, 2022
Date Available:	ASAP
Hours:	35 hour work week
Salary:	\$93,900 annual

Note:

If successful in receiving a job offer with OakMed, new hires will be required to provide proof of full COVID-19 vaccination (2 doses) prior to start date as a condition of their employment. If successful candidates are unable to get their COVID-19 vaccination as a result of a medical exemption, they will be required to submit supporting documentation to determine if they are exempt from this requirement.