

## **VACANCY: Director, Corporate Services**

**Position:** Permanent, Full-Time. *This is an on-site position.*

**Start Date:** Spring 2024

**Hours:** 37.5 hours per week,

**Compensation:** \$108K-\$125K. Relocation assistance is available as well a comprehensive benefits package and the possibility for interim housing.

### **Summary:**

*The Red Lake Margaret Cochenour Memorial Hospital is an 18 bed facility located in beautiful, rural Northwestern Ontario. Our catchment area includes the Municipalities of Red Lake and Ear Falls and Wabauskang First Nation. Our Hospital offers 24 hour emergency care, acute & chronic care, obstetrics, oncology, diagnostic services, rehabilitation, and a variety of day clinics. The community of Red Lake is home to approximately 5000 residents. The primary industries include mining, tourism, and forestry. Red Lake is accessible by road or by air. The town is approximately a 3 hour drive from Kenora and a five hour drive from Winnipeg (six hours from Thunder Bay).*

### **QUALIFICATIONS AND EXPERIENCE**

- Degree in health, business, or human resources is required. Master's and/or equivalent experience is preferred.
- Minimum of eight years of experience with demonstration of progressively responsible positions in organizations worked.
- Professional designation in a related area, as applicable.
- Certification in Lean Six Sigma and/or Project Management is preferred.

### **SKILLS**

- Demonstrated leadership and decision-making skills, with the ability to form and defend independent judgements and to apply sound judgement in assessing difficult situations and taking initiative accordingly.
- Ability to work effectively and demonstrate composure under pressure and in stressful situations, and to meet multiple and competing deadlines.
- Strong ability to lead, organize, coach, facilitate, coordinate, problem solve, discipline, delegate, communicate well with, and manage conflict in a unionized environment with all employee groups.
- Knowledge in the development of all-hazards and hazard-specific emergency response plans; and, business continuity and/or continuity of operations plans.
- Ability to communicate effectively, both verbally and in writing, with all levels of the organization.
- Effective facilitation skills and the ability to motivate and influence leaders.
- Advanced skills in planning, project management, change management and group process.

- Ability to work effectively, both independently and as part of a team.
- Ability to critically assess policy and procedures and affect change.
- Ability to respond to changing priorities and unforeseen circumstances.
- Ability to provide leadership, guidance and direction to staff and the leadership team.
- Ability to effectively manage budget and staff resources.
- Ability to organize, prioritize and balance work.

**JOB DUTIES AND RESPONSIBILITIES:**

- 1) Provides leadership and direction in collaboration with the CEO, Director of Patient Services & CNE, and other managers across the clinical, clinical support, and corporate services to achieve organization goals and objectives.
- 2) Communicates effectively with all levels of staff and external stakeholders; resolves issues through effective problem solving, conflict resolution, accommodation and consensus building.
- 3) Promotes and maintains compliance with related legislation (i.e., Emergency Management & Civil Protection Act; Health Protection & Promotion Act; Fire Protection & Prevention Act; Oversight of Health Facilities and Devices Act; Environmental Assessment Act; Environmental Protection Act; Transportation of Dangerous Goods Act; Employment Standards Act; Public Hospitals Act; Ontarians with Disabilities Act; Human Rights Code; Occupational Health & Safety Act; Hospital Insurance Act; Workers' Compensation Act; Labour Relations Act; Personal Health Information Protection Act; Privacy Protection Act; Excellent Care For All Act; and any other pertinent legislation).
- 4) In collaboration with the Chief Financial officer, prepares and reviews annual operating and capital budget requirements for the hospital. Monitors and reviews monthly expenditures taking corrective action as required.
- 5) Assist the CEO and CFO/designate with managing budgets, forecasts, and long-term financial plans, and designing and implementing corporate strategies for revenue growth.
- 6) Acts as a privacy officer; and complies with the cybersecurity laws and regulations.
- 7) Evaluates the performance of area staff, with input received from the related departments. Coaches or takes corrective action as appropriate.
- 8) Responsible for the recruitment and retention of staff including performance management, attendance management, discipline, and labor relations activities in collaboration with the Manager, Human Resources.

- 9) Oversees the implementation of all required elements of the hospital's emergency response plan, enterprise risk management, accreditation, and compliance to legislation and corporate policies; facilitates management and staff involvement in quality improvement and risk management activities.
- 10) Promotes and demonstrates client/corporate/staff confidentiality.
- 11) Collaborates to provide monthly, quarterly, and annual reports to the board/CEO on corporate activities as appropriate.
- 12) Participates and Chairs many of the Hospital and Community Stakeholder committees and meetings.
- 13) Fosters a culture of learning, best practices, and continuous improvement.
- 14) Acts as a role model for management and staff by demonstrating a positive, professional, client-focused approach.
- 15) Meets regularly with Managers, Supervisors, Team Leads and frontline staff and provides leadership to achieve organization's goals and objectives.
- 16) Act on behalf of the CEO during his or her absence.

**Deadline to apply: April 25, 2024**

Please submit CV and cover letter to Sumeet Kumar (CEO) and Simranpreet Kaur (HR Manager) at [jobs@redlakehospital.ca](mailto:jobs@redlakehospital.ca)