



EXTERNAL VACANCY

Applications are invited from qualified individuals to fill the following position:

PERMANENT FULL TIME AFTER HOURS MANAGER NBRHC – NORTH BAY

Acting as on site officer-in-charge for the North Bay Campus and telephone resource to the Kirkwood (Sudbury) and North Bay community programs on evenings, nights, weekends and holidays. The successful candidate will oversee and manage services providing care to the Acute & Regional Mental Health and the District Acute programs.

The candidate will be organized and a highly flexible individual who can perform with minimal supervision, have superior verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills and the ability to be versatile.

Qualifications include:

- Current Registration as a Regulated Health Professional
- Current BCLS certificate
- Demonstrated administrative/clinical-leadership knowledge/skills, usually acquired through baccalaureate or master's programs and administration/management courses
- Previous experience in a leadership role managing, supervising and directing staff
- Knowledge of acute care and mental-health/psychiatric areas, hospital policies/procedures, collective agreements, Mental Health Act, Regulated Health Professions Act, Public Hospital's Act, Occupational Health and Safety Act; and other relevant legislation
- Excellent problem-solving, decision making, negotiating, conflict resolution and team building skills
- Must be able to function both independently and as an active member of the multidisciplinary team
- Knowledge of management information systems
- Working knowledge of computer programs
- Must demonstrate commitment to ensure their safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in the organization
- Must work with the respective functional teams to support quality improvement initiatives in alignment with the Strategic Plan
- Good attendance and work record required
- Bilingualism (Advanced level English/French) is required. **All unilingual candidates are encouraged to apply and may be considered if the identified French requirement has been met or there are no successful bilingual candidates. A formal French test will be conducted to evaluate the proficiency level.**

Interested candidates are asked to submit your resume and cover letter with a copy of this job posting with completed qualification checked off ✓ beside each qualification you hold.

Please quote File [NU CS-22-042](#) to:

Email: internal.postings@nbrhc.on.ca

**Human Resources Department
North Bay Regional Health Centre**

Date Posted:

THURSDAY, JUNE 23, 2021 AT 1200 HOURS

Date Posting Expires:

THURSDAY, JUNE 30, 2021 AT 1200 HOURS

North Bay Regional Health Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation for disability during any stage of the recruitment process, please indicate this in your application.

NORTH BAY REGIONAL HEALTH CENTRE IS AN EQUAL OPPORTUNITY EMPLOYER