WAASEGIIZHIG
NANAANDAWE'IYEWIGAMIG

EMPLOYMENT OPPORTUNITY

Full-Time New Position (24-Month Contract)

Dryden Clinic Manager

We provide primary health care through a range of options including prevention, assessment, diagnosis and treatment. Our team includes health professionals, educators and support workers representing both traditional Indigenous and contemporary models of care and uses wholistic health and community development concepts.

As a member of the operational management team, this position provides supervision and oversight to the Dryden interprofessional team while maintaining responsibility for the effective coordination and day-to-day operations of the Dryden clinic. The position promotes teamwork, collaboration, and coordinated service delivery while maintaining focus on the organization's mission, vision, values, and strategic direction. Specific areas of responsibility include:

- employee supervision and performance management;
- employee and service delivery scheduling;
- workflow management and coordination of clinic operations;
- orientation of new staff;
- coordination of ongoing professional development activities and team building;
- oversight of clinic facilities, equipment, supplies, and operational resources; and
- coordination of administrative processes and supports to facilitate effective client service delivery.

NOTE: Traditional practices involve cultural ceremonies and burning sacred medicines including tobacco, sweetgrass, sage and cedar within the work setting.

PRIMARY DUTIES/RESPONSIBILITIES:

- Provide direct supervision and coordination of the Dryden interprofessional team through leadership and direct participation in workflow management, scheduling, employee job observations, and coaching to ensure effective front-line operations and coordinated service delivery.
- Develop and manage employee schedules, review and approve requests for time off, professional development, and other matters related to employee management, ensuring appropriate staffing and continuity of clinic operations.
- Manage employee performance to ensure programs and services are effectively carried out. Address performance discrepancies through one-on-one discussions, accurate documentation, follow-up, and review.
- Conduct probationary reviews and performance appraisals and, as required, bring pertinent information to the attention of the senior leadership team.
- Foster healthy, collaborative working relationships through regular individual check-ins, team huddles, and team meetings. Maintain effective communication with directors, employees, other WNHAC service areas, and external partners to support ongoing operations, resolve challenges, and identify opportunities for improvement.
- Oversee and coordinate the day-to-day operations of the Dryden clinic, ensuring effective administrative workflows, appropriate allocation of resources, and operational processes that support providers, employees, and client service delivery.
- Coordinate clinic scheduling and service delivery processes in collaboration with relevant WNHAC departments and providers to support effective use of clinic resources, continuity of services, and responsiveness to client and community needs.

- Maintain responsibility for the overall functioning of the Dryden clinic facility, including coordination of maintenance, cleaning, safety requirements, equipment, supplies, and inventory management. Identify and escalate facility or infrastructure concerns requiring additional support or management attention.
- Process financial documents within prescribed limits and guidelines, monitor operational expenditures, and provide input to senior leadership decisions on transactions beyond approval limits.
- Support program and service planning, implementation, and evaluation processes, identifying operational challenges, service gaps, and opportunities to improve service delivery. Maintain effective working relationships with local community leadership, partner organizations, and service providers to ensure services remain responsive to community needs and organizational priorities.
- Other duties as required. In extenuating situations or in the event of an emergency, may be redeployed to ensure provision of essential services.

QUALIFICATIONS:

- Bachelor's degree in counselling, Social Work, Health Administration or related discipline, regulated health professional, or a relevant post-secondary diploma and extensive related work experience including program, financial and personnel management;
- ability to work in a collaborative, de-colonial, trauma-informed and client-centered approach and to support WNHAC values in meaningful ways;
- demonstrated leadership capacity, critical thinking/analysis, organizational skills and ability to facilitate effective meetings;
- excellent computer skills and experience operating in a network environment;
- excellent interpersonal as well as oral and written communication abilities;
- deep understanding and experience of Indigenous culture, values, and perspectives as well as traditional and contemporary health care practices, and wholistic health and wellbeing; ability to speak and understand Anishinaabemowin a definite asset;
- experience working in an Indigenous organization; understanding and/or willingness to learn of Indigenous culture and values;
- proof of immunization in compliance with policy requirements is mandatory;
- valid drivers' license, own vehicle and willingness and ability to travel required;
- criminal records check and current drivers' abstract required;
- commitment to ongoing training and professional development relevant to job requirements; and positive attitude and capacity to act as a healthy lifestyle role model.

Salary: $83,287 - $108,671 with excellent benefits, including HOOPP pension plan. Salary is based on education and experience.

APPLICATION DEADLINE: Wednesday, December 2nd, 2026

Please apply via our careers page at: https://www.wnhac.org

Interprofessional Team Manager
Email: hrteam@wnhac.org
Website: WNHAC.org
Fax: (807) 467-8341
Phone: (888) MYWNHAC

We thank all applicants for their interest in this position; however, please note only those selected for an interview will be contacted. As an Indigenous employer we encourage First Nations, Inuit, and Metis applicants to apply.
We welcome and encourage applications from people with disabilities and will provide accessibility accommodations as part of the application process upon request.