

## About C. W. Wiebe Medical Centre

The C.W. Wiebe Medical Centre, located in Winkler, is one of Manitoba's largest medical practices. The clinic uses a multidisciplinary model that includes: physicians, nurses, physician assistants, nurse practitioners, psychologists, mental health nurse, dietician and fitness consultants. True to its mission—of providing quality health care in a friendly, caring, and professional manner—the clinic has embarked on a technology driven course to enable a proactive and preventative approach to patient care. Since its inception, in the year 2000, the clinic has employed an electronic medical record system, making it amongst the first in the country to adopt paperless technology. The team of physicians currently has 37 family physicians and 13 surgical specialists (obstetrics/gynecology, orthopedics, and general surgery) who offer a wide range of services. The C.W. Wiebe Medical Centre was the proud recipient of the Gary Beazley Award in 2015. The award is presented by The Manitoba College of Family Physicians and acknowledges primary care clinics in Manitoba that are committed to enhancing the principles of the Patients Medical Home. The clinic works collaboratively with the Winkler and District Healthcare Board as well as The Boundary Trails Health Centre in designing services to meet the needs of the community.

## Position Summary

The successful applicant is expected to share the C.W. Wiebe Medical Centre's values of community development, professional development, work-life balance, and a collegial work environment. The Executive Director will report directly to the Executive Committee of the C.W. Wiebe Medical Centre. As the head administrator, The ED will be responsible for:

- a. Working with the Executive Committee in developing and executing the strategic plans that align with the organization's Mission, Vision and Values.
- b. The day-to-day operations of the organization. This role includes planning, monitoring, and facilitating the maintenance and repairs of the facilities and equipment as needed.
- c. Human Resource management with responsibility for 78 support staff, including supervisors in 4 defined clinic areas.
- d. The clinic's financial functions include drawing up budgets and presenting financial reports at the monthly executive meetings.
- e. Providing oversight of the IT services by working with the IT personnel and service vendors to ensure cyber security and smooth operation of the Electronic Medical Record.

## Key Responsibilities:

- Monitor and forecast current and future recruitment needs as well as managing the HR function;
- Handle patient and staff concerns, including schedule changes;
- Manage and provide direction to the physician group;
- Monitor and facilitate maintenance of buildings and equipment, and ensure proper building security and safety;
- Plan and acquire new equipment on an as needed basis in a cost-effective manner that will enhance operations;
- Make sure all regulatory processes are completed and adhered to (Examples: X-ray certification, Workplace Health and Safety Committee, PHIA, PIPEDA, Cancer Care Radiation monitoring, etc.);
- Ensure the clinic is meeting appropriate service levels and patient satisfaction levels;
- Clinic marketing and public awareness;
- Monitor, assess, and ensure all potential income is being obtained;
- Monitor budgets, control expenses, manage cash flow, manage payroll, ensuring the accuracy of all reporting, etc.;
- Development of annual financial statements and budgets;
- Promote the use of technological processes to improve patient services and operational performance;
- Promote appropriate training to maximize return on investment of IT investments and operating costs; and
- Make sure all service contracts are current and meet the clinic's needs.

## Selection Criteria:

- Must have 5+ years of senior management experience, and possess strong supervisory and leadership skills;
- 5+ years running a business/branch, large department with P&L or regional operation is highly preferred;
- Experience managing and/or overseeing financial functions is required;
- Must be passionate about healthcare and have strong interpersonal skills;
- Must be experienced and proficient with technology, IT services, and software;
- Must possess a strong HR skillset including policy development, succession planning, retention, and motivation, etc.; and
- As per the clinic's employment policy, proof of COVID-19 vaccination is a requirement.

*For more information or to apply, contact Keno Eden-Ettah quoting project # 40124 at [keno@harrisleadership.com](mailto:keno@harrisleadership.com).*