



POSITION DESCRIPTION

POSITION TITLE: SITE MANAGER - LAKESHORE GENERAL HOSPITAL

DEPARTMENT: CLINICAL PROGRAMS

CLASSIFICATION:

UNION: NON UNION

REPORTING RELATIONSHIPS

POSITION REPORTS TO: REGIONAL DIRECTOR, ACUTE CARE

POSITIONS SUPERVISED: REGISTERED NURSE/ LICENSED PRACTICAL NURSE/ HEALTH CARE AIDE/ UNIT CLERK/
ADMINISTRATIVE ASSISTANT (AS APPLICABLE)

POSITION SUMMARY

As a member of the management team, the Site Manager's primary responsibilities relate to patient care, human resource management, financial management, policy development and professional standards, program planning, quality management, equipment/ supplies/ space management, in-service education, professional development, research, environmental management, committee participation, internal and external communication and relationship building.

The incumbent has responsibility for identifying and addressing systemic issues and gaps related to equity, diversity and inclusion; and for notifying, advising, and making evidence based recommendations, after consultation with HR and indigenous program leads, to appropriate senior leadership to ensure the effectiveness and enhancement of strategies and initiatives that address inclusion.

The position of Site Manager functions in a manner consistent with and supports the mission, vision and values of the Interlake – Eastern Regional Health Authority and collaborates with surrounding First Nations Communities/Health Centre's to provide culturally sensitive care.

This is a leadership position in a challenging and complex operating environment requiring advanced organizational and community understanding with proven experience and commitment to quality improvement.

The position of Site Manager functions in a manner consistent with, and supports the mission, vision and values of the Interlake- Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES:

Function and duties include but are not limited to the following:

- Responsible for overall patient care activities.
- The incumbent will support efforts of the IERHA to recruit, retain, and support the success of a representative workforce.
- Advocates on behalf of patients, families and staff. Ensures consistent Human Resource practices that are in compliance with collective agreements and IERHA policies and procedures.
- Responsible for policy development working with a multi-disciplinary team to uphold professional standards.
- Ensures and participates in continuous quality improvement initiatives.
- Promotes safety and health in the workplace.
- Contributes to creating and sustaining a supportive culturally sensitive and culturally safe environment for client/patients/ families and staff.
- Promotes employee wellness in the workplace.
- Ensures responsible financial management that is consistent with IERHA budget process and policy.
- Ensures sufficient equipment/ supplies/space and makes recommendations.
- Ensures effective communication within and outside the site and the organization.
- Facilitates access to education and promotes research.
- Ensures effective and efficient program management/ delivery.
- Recognizes and pursues self-development opportunities.
- Demonstrates professionalism within the Code of Conduct.
- Member of the Administration on Call Rotation.

DECISION MAKING

- Recruit staff within budget in conjunction with the Human Resource department, Vice President of Human Resources, and according to staff planning.
- Purchase equipment and supplies within established budget and in accordance with IERHA policies and practices.
- Day-to-day operations within established policies and practices and in accordance with the requirements of the various collective bargaining agreements and provincial health standards.
- Progressive discipline of staff up to and including termination in consultation with Human Resources and Regional Director.
- Goal setting and evaluation of programs and services.
- Staff development opportunities.

OTHER

- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

KEY WORKING RELATIONSHIPS:

- Regional Director
- RN/ LPN/ HCA/ Unit Clerks

- Scheduling Office
 - Health Information
 - First Nations Communities/ Health Centre's
 - Administrative Assistants (as applicable)
 - Manager/ Directors
 - Physicians
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate degree in Nursing or other health related degree from a recognized university is preferred. Note: Other combinations of skills and education may be considered.
- Eligible for or possesses current registration with the College of Registered Nurses of Manitoba or other professional body if applicable.
- Certificate in Health Care Administration an asset.

REQUIRED KNOWLEDGE:

- Demonstrated effective interpersonal, communication, facilitation and mediation skills.
- Demonstrated collaborative and team-orientated leadership competencies.
- Demonstrated experience influencing equity, diversity, inclusion, and indigeneity, preferably within a comparable organization structure.
- Working knowledge and understanding of issues related to accessibility, culture, disabilities, diversity, equity, faith, gender, indigeneity, race and spirituality.
- Knowledge of evidence informed best practices and clinical care standards.
- Knowledge of patient safety and Accreditation Canada Standards.
- Knowledge of workplace safety and health standards.
- Roles and responsibilities of members of the health care team.
- Knowledge of computer systems, Word, Excel, PowerPoint, internet research skills from academic peer approved sources and e-mail applications.
- Demonstrates effective group facilitation skills.

EXPERIENCE REQUIRED:

- Minimum of three (3) years' experience in areas of responsibility and related fields.
- Minimum of two (2) years' first line, middle or senior administrative experience.
- Indigenous applicant or those applicants with knowledge and experience of First Nations, Metis and Inuit Communities shall be given preference.

SKILLS/COMPETENCIES:

- Demonstrates team-building, communication, problem-solving and relationship development skills at a leadership level.
- Demonstrates sound judgement, tact, and political acuity required to address sensitive topics and effectively manager relationships.
- Demonstrates strong organizational and ethical leadership.
- Demonstrates a strong and clear commitment to effective customer service in their everyday dealings.

- Demonstrates strong and committed leadership to the principles of diversity, inclusivity, equity and fairness.
- Demonstrates initiative and a commitment to positive results and improvement.
- Ability to manage effectively within the boundaries of a Collective Agreement.
- Strong organizational, decision making, analytical, and problem solving skills.
- Ensures the effective and efficient utilization of resources.
- Demonstrates effective supervisory experience.
- Conflict resolution skills.
- Commitment to continuing self-development and continuous quality improvement.
- Demonstrates flexibility and creativity; anticipating, accepting, and adjusting to change.
- Ability to display independent judgment; work with minimal supervision.
- Working knowledge and familiarity with northern health issues, culture and population to be served.
- Demonstrates interpersonal skills through clear communication and positive behavior within the Respectful Workplace Policy.
- Ability to work in a team environment.
- Ability to respect and promote confidentiality.
- Ability to respect and promote a cultural diverse population.
- Mental and physical ability to meet the demands of the position.
- Valid Manitoba drivers license.
- Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Completes and maintains a satisfactory pre-employment security check.
- Satisfactory employment record.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- Primarily day shift, Monday to Friday.
- Some overtime required.
- No hazardous or significantly unpleasant conditions. Comfortable working conditions 70% of the time. Intense concentration, especially listening, over 70% of the time.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health

Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

Created: November 2019
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.