

Full-Time Primary Care Office Manager – Family Medicine Teaching Unit

Position Summary:

As a valued member of the Summerville Family Medicine Teaching Unit the Office Manager will be accountable for overseeing the day to day administrative and operational processes of the site in order to ensure optimal organizational effectiveness and efficiency. While working in collaboration with the Administrative team and Physicians, the Office Manager will evaluate day to day processes and ensure high quality care to our patients.

Key Responsibilities:

- Manage team performance, development and provide organizational support;
- Develop and administer annual performance evaluations and salary administration process;
- Maintain and apply working knowledge of up-to-date ESA Standards;
- Liaise with and supervise staff on all issues, concerns and suggestions with a goal to ensure a positive and productive environment;
- Recruitment, selection, training and termination of employees as required;
- Main point of contact for all site issues;
- Maintenance and purchasing of supplies;
- Create, review and amend office procedures and policies as required;
- Establish and maintain relationships with all key stakeholders (Trillium, OHIP, WSIB, FHT, etc.);
- Maintain adequate administrative coverage at all times;
- Other duties as assigned.

Key Qualifications and Skills:

- Minimum 5 years of applicable management and professional experience
- Demonstrate strong management, leadership and motivational skills, including experience supporting a variety of clinician disciplines in primary care
- Excellent problem solving, analyses and resolution skills
- Ability to work effectively, demonstrate composure under pressure and high stressful situations
- Exercises initiative and good judgment with the ability to multi-task
- Adapts to and implements change and facilitates its acceptance by others
- Competent computer skills, preferably Microsoft Office and Outlook Applications, Accuro EMR

To apply for this vacancy please submit a resume with covering letter by email to summervillecareers@summervillefht.com

The Summerville Family Health Team is a respectful, caring and inclusive workplace, committed to Employment Equity. We welcome diversity in the workplace, and encourage applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. We will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities. Applicants need to make their accommodation needs known when contacted.