



Clinic Manager

Full-Time, Permanent

At the Alberta Neurologic Centre, we deliver supportive and comprehensive neurology, physiatry and neuromuscular services to patients in the Alberta and surrounding areas. We focus on a comprehensive and compassionate approach to our care with the patients we work with. Our team is seeking an Clinic Manager to take our team to the next level of efficiency, productivity and fun!

In this Clinic Manager role:

- You'll work hard, and it'll be worth it.
- You'll develop solutions to day-to-day challenges; you'll learn to think on your feet.
- You'll receive guidance but not heavy-handed micro-management from your Operations Director.
- You'll be relied upon – and trusted – to initiate new process and procedures.
- You'll grow as much as you want to grow – with on-the-job experience and the boatload of learning opportunities the leaders have to offer.
- You'll love it.

Your Opportunity:

We have an exciting opportunity for an Clinic Manager to join the Alberta Neurologic Centre. As part of our team, the Clinic Manager will be responsible for oversight and management of the day to day operations of the clinic. The Manager will support administrative and clinical staff with policy and procedures to ensure the success of their day and our patient experience. The Manager will ensure smooth operations, keeping on budget and aligning our team with our core values and culture.

Duties include but are not limited to:

- Assisting with recruitment, selection, training and performance management activities.
- Delegating tasks and responsibilities. Overseeing task completion and supporting team members as required with their job duties.
- Planning and distributing employee work schedules. Completing timesheets and preparing for payroll processing.
- Listening to and addressing employee concerns, providing strong leadership and mentorship to assist employees to grow in their roles.
- Providing strong leadership that supports cohesive culture and focuses on the core values of the organization
- Addressing any conflicts within the team that may arise and support communication and conflict resolution if required.
- Increasing team motivation and sharing positive feedback and praise.

- Circulating company information and updates within the team. Support any questions and process issues with a solution focused approach.
- Holding team meetings and communicating their results to the Operations Director.
- Helping Operations Director in the development and implementation of procedures that improve efficiency and increase access to services.
- Providing training, feedback and coaching to employees.
- Support budgeting efforts and manage operational requirements as presented by the Operations Director.

Team Lead Core Skills:

- Teamwork
- Interpersonal Communication
- Delegation
- Mentoring
- Problem-solving
- Task Oriented with the ability to meet deadlines
- Focus on patient care
- Motivation
- Vision and Implementation

Who you are:

- Applications must have graduated with a business or management degree/diploma.
- A growing management professional with a minimum of three to five years' experience
- An eager learner who has experience with EMRs, Netcare, Connectcare and health technology but who more importantly brings an enthusiasm to acquire these skills.
- An excellent communicator who has a focus on utilizing both written and oral communication skills both with your team and within the management team.
- A proven leader with effective management skills in supervision, team motivation, mentorship, and planning; and a desire to grow yourself as a leader through continued learning and a never-ending search for continuous self-improvement.

Does this role sound like your next challenge? Are you ready to become an essential part of the Alberta Neurologic Centre? Please submit your resume and cover letter today.

To Applicants Applying:

The Alberta Neurologic Centre offers a competitive compensation package with comprehensive benefits, opportunities for continuing education and career growth, and an outstanding work environment.

Please ensure that your application consists of the following:

1. Cover letter that includes your motivation for applying and why you would be the ideal candidate. Also please include your compensation expectations
2. A copy of your up-to-date resume.

3. A response to the following statement/question, with no more than 500 words:
What is your approach to strategic leadership?

Please direct your complete application package to: careers@ancentre.ca

POSTING EFFECTIVE until a suitable candidate has been found. We thank all candidates in advance for their applications, however, only those being selected for an interview will be contacted.