



**Carefirst Family Health Team** is a non-profit, primary healthcare clinic that includes a team of family physicians, nurse practitioners, registered nurses, social workers, dietitians, and other professionals who work together to provide community-centred primary health care services and programs to a diverse community in the Greater Toronto Area.

With two clinics located in Scarborough and Richmond Hill, the Family Health Team is committed to meeting the Ontario government's strategy to improve access to comprehensive primary health care for Ontarians. Our team collaboratively strives to improve the health of patients and families by providing culturally sensitive and holistic primary and specialized health care services.

We are currently seeking an **Executive Director** to join our Family Health Team (FHT).

### **Responsibilities:**

- Provide leadership in the realization of the strategic plan, mission, and goals of the FHT
- Develop and implement an annual operational management plan that supports the strategic directions for the FHT, including team-based, patient-centred practices that meet professional and quality standards of primary health care
- Oversee and direct the daily operations of the FHT, in accordance with established legislations and operational policies, providing leadership to a multidisciplinary team of healthcare professionals and staff
- Serve as a representative and liaison in meetings, negotiations, planning relationships, partnerships and collaborative initiatives with the MOHLTC, LHINs, health service providers, provincial associations, and community partner organizations
- Participate in and support the recruitment, orientation, professional development, performance management, and deployment of staff
- Monitor the financial stability and viability of the organization, including overseeing and developing annual budgets and financial goals, consistent with the FHT's plans and programs
- Produce quarterly and annual reports for the Diabetes Education Program and FHT
- Participate in program evaluation and quality improvement initiatives to improve programs and service delivery

### **Requirements:**

- Successful completion of a Master Degree in Health Sciences such as Nursing or other recognized health care discipline required
- Must be in good standing with a Regulatory College (related to a given health profession)
- Minimum 5 years of management experience in a medical administration or primary health care setting preferred
- A strong communicator with excellent written and verbal communication skills, with effective and well-development interpersonal skills
- Demonstrated ability to work independently and collaboratively as a leader and a member of a multidisciplinary team
- Skilled in establishing relationships with various stakeholders (i.e., community partners, clinical partners, funders and policy makers)
- High degree of judgment and ability to maintain confidentiality
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution and people management skills
- Resourcefulness and flexibility to meet the needs of the organization and the demands of the position
- Superior time management skills, and the ability to balance demands and priorities to manage effectively
- Knowledgeable in current best practices of primary care and office procedures, as well as relevant legislative requirements including health and safety and employment legislation
- Proficient computer skills in Microsoft Office, EMR (Telus Practice Solutions), and OHIP billing an asset

- Proficiency in English, ability to speak a second language commonly used by our clients such as Cantonese or Mandarin is an asset
- Valid Ontario Driver's License and access to a vehicle
- Current police vulnerable sector check completed within one year

**Please send your cover letter and résumé to:**

Carefirst Seniors & Community Services Association  
300 Silver Star Blvd | Scarborough | ON | M1V 0G2  
Email: [hr@carefirstontario.ca](mailto:hr@carefirstontario.ca)  
Fax: (416) 502-2382  
Website: [www.carefirstontario.ca](http://www.carefirstontario.ca)

*Carefirst is an equal opportunity employer. We are also committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation.*

*While we thank all candidates for their interest, only those selected for an interview will be contacted.*