

## Clinical Coordinator (40 hours/week, Permanent)

### Who We are:

Langs is a grass-roots neighbourhood-based organization that has become so much more! Langs was established as a community development project in 1978 by a group of citizens and service providers concerned about the lack of accessible services in the community. Langs has grown to become a dynamic, respected multi-service organization that uses a community development approach to provide comprehensive health, social and recreational services that are responsive to the changing needs of our community.

### What We are Looking For:

We are currently recruiting for a Clinical Coordinator to join our Clinical team for full-time position at the North Dumfries location. The Clinical Coordinator provides leadership and direction to the North Dumfries site and supports the work of the Clinical Director. Working with an interdisciplinary team of health professionals, the coordinator is responsible for (but not limited to) such issues as infection control, overseeing chart audits and patient intake sessions.

#### A successful candidate in this role would have

- Completion of degree in a healthcare related field. Certification as a Regulated Health Professional preferred
- Experience in a supervisory or manager role
- Experience in a primary care clinic setting
- Demonstrated ability to work effectively as a member of an interdisciplinary team
- Excellent leadership, communication and interpersonal skills
- Program development, implementation, monitoring and evaluation, an asset
- Knowledge of infection control and best practices in the clinical office practice an asset
- Current CPR certificate
- Proficiency in the use of computers and various software applications, including experience with PS Suites
- access to a vehicle and a clear driving record

#### In this role you will be expected to complete the following tasks

- Perform physical assessments, triage, health education/counselling, history taking, and other clinical activities according to the College of Nurses of Ontario standards of nursing practice.
- Contribute to chart documentation, participate in chart reviews and case conferences.
- Participate in the development, implementation, monitoring and evaluation of treatment, education, counselling and health promotion programs and services for individuals, families and the community.
- To develop and maintain a medical and emergency supplies system.
- To develop working relationships with other Clinical Team members, Community Labs, Public Health, Equipment Suppliers and other resources as required.
- To facilitate patient care through reviewing and directing inquiries and reports, pulling charts, coordinating appointments and services as requested.
- To participate in Clinical Team activities and projects including chart review, discussion, special clinics and screening programs.
- To ensure the CHC meets professional, provincial, and federal standards through maintaining the laboratory and procedure rooms, sterilizing and autoclaving equipment, monitoring systems and controlled substances.
- To participate on organizational committees and special projects.
- To assist in the supervision of students
- To provide nursing support at Langs' main location when required
- To perform other duties as requested.

### What We Can Offer You:

Langs is an organization where people belong. Langs is committed to promoting Inclusion, Diversity, Equity, and Access for all our staff, patients, participants, and volunteers. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. Langs strives for an inclusive environment centred on employee wellbeing and supportive leadership.

Don't meet every requirement? Studies have shown that women and people of colour hesitate to apply to jobs unless they meet every single qualification. At Langs, we are dedicated to building a diverse, inclusive and authentic workplace, if you're excited about this role but your past experience doesn't align perfectly with every qualification please apply and share in your cover letter why you believe you are the right candidate.

#### The successful candidate would be eligible for the following benefits:

- Starting Salary of \$72,700-\$81,114 annually
- 3 Weeks paid vacation, with an increase to 4 weeks after 1 year of employment
- 15 Sick/Personal Days per year
- 10 Professional Development days per year
- Enrolment in Healthcare of Ontario Pension Plan (HOOPP)
- Comprehensive Extended Health and Dental Care Plan including a \$1000 Healthcare Spending Account.

Candidates are required to submit detailed cover letter along with their resume by May 24, 2024  
Candidates requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.