



JOB POSTING #2024-079

Internal / External Posting

Out of Scope

Posting Date: October 24, 2024

Posting Closed: November 13, 2024

Salary Range: \$43.998 to \$47.628/hour

Opportunity: Program Manager, Odéimin (formerly known as the Birth Center)

Hours: 0.80 FTE / 32 hours per week

TERM: Start ASAP / ending December 31, 2025

MATERNITY Leave of Absence, which may expire sooner than the end date of the term subject to a minimum notice of (2) weeks

WHC promotes personal agency and believes that all people should be empowered to take care of their mental, emotional, sexual, physical and spiritual health and wellbeing. We offer sexual, reproductive, and mental health care and support for people of all genders. Our organizational values guide our work through an anti-racist, anti-oppressive, intersectional, feminist, harm reduction lens.

Position Summary:

The Program Manager, Odéimin has primary day-to-day management of their assigned program(s), including site management, human resources, program management and development, scheduling oversight, financial accountability and quality and innovation. They participate in and/or lead program, departmental and organizational initiatives, committees and/or functions. The Program Manager is responsible for the management of the Client Service Team at Odéimin. They work in close partnership with the Leadership Team of the Midwifery Program. The Program Manager works with Women's Health Clinic (WHC) management to align programs and services with client needs, integrate services within and outside WHC and encourage teamwork and collaboration across all WHC departments.

Requirements:

The ideal candidate is a self-motivated, organized and detail-oriented individual. The successful candidate will possess excellent analytical, verbal and written communication skills and be able to work to strict deadlines while contributing to a professional working environment. **Candidates must have:**

- Bachelor's degree in a related discipline (health care, social services, etc.) plus a minimum of 3 years' experience managing healthcare programs in a unionized environment. A combination of education and experience may be considered.
- Experience in community development and engagement.
- Knowledge of community programs and resources.
- Thorough knowledge of midwifery, birthing and maternal health and wellness.
- Demonstrated knowledge of human resources management practices, and budget management.
- Excellent leadership and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Exceptional problem-solving skills with the ability to prioritize a diverse workload and manage multiple projects at one time.
- Experience working with a diverse, interdisciplinary team to create an inclusive and collaborative work environment that integrates principles of intersectional feminism, anti-oppression, anti-racism, decolonization and harm reduction into all interactions with staff, clients and community members.
- Knowledge of barriers that impact BIPOC & 2SLGBTQIA+ communities accessing health care.
- Understanding of the impacts of settler colonialism on the health and wellness of Indigenous people and the steps that need to be taken to address colonialism and anti-Indigenous racism in the non-profit sector.
- Proficient in the use of Microsoft Office suite.
- MUST be legally able to work in Canada (not required for internal application)
- Satisfactory Criminal Record check and Child Abuse Registry check (not required for internal application)

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We thank all applicants for their interest; however, we will only contact candidates we wish to interview.

**We use an inclusive definition of "women" and welcome Two-Spirit, genderqueer, trans and non-binary people to Women's Health Clinic. For more information on our programs and who we serve, visit www.womenshealthclinic.org/whoweserve.*



Women's
Health Clinic

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Assets:

- Proficiency in both official languages or other language
- Knowledge of barriers that affect 2SLGBTQIA+ & BIPOC communities accessing health care
- Commitment to anti-oppressive and anti-racist work practices

APPLICATION PROCESS: *

- **Reference Job Posting #2024-079 in email subject line.**
- Email cover letter & resume (pdf or word document) to WHChr@womenshealthclinic.org

*** Applications will be reviewed upon receipt**

For a full position description go to: <https://womenshealthclinic.org/careers>

WHC is committed to the development of a staff team that reflects the diversity of the communities we serve. We strongly encourage persons who reflect the diversity of our clients to apply. We welcome and encourage applications from all women*, racialized and Indigenous people, people with disabilities, and members of the 2SLGBTQ* community. We invite applicants who can contribute to the mission, vision and values of WHC, and the achievement of its strategic plan through collaboration and teamwork.

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