



JOB POSTING #2025-023

Internal / External Posting

Out of Scope

Posting Date: April 3, 2025

Posting Closing: April 16, 2025

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

Opportunity: Program Manager, Health Services

Sites/Base Locations: Women's Health Clinic Graham & Portage

Hours: 1.00 FTE / 40 hours per week

TERM: Indefinite starting April 28, 2025

Indefinite Term ending will be 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, Health Services is primarily responsible for day-to-day management of the Medical & Abortion programs, including human resources, program development, scheduling oversight, financial accountability, quality and innovation. They participate in and lead program and organizational initiatives, committees, and functions, manage the Client Service Teams, and work in close partnership with the Medical Directors and clinical staff. The Program Manager works with the Leadership team to align programs and services with client needs, integrate services within and outside WHC and encourage cross organization teamwork and collaboration.

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 meet these requirements:

- 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.
- Minimum of 3 years' experience managing healthcare programs in a unionized environment, preferably in a community, healthcare facility or hospital; including experience in community development.
- Working with teams in an interdisciplinary and diverse workplace; commitment to principles of anti-oppression and intersectional feminist leadership.
- Superior organizational skills and capacity to manage multiple projects at the same time.
- Thorough knowledge of community programs and resources.
- Knowledge of human resource management and budget management.
- Acute sense of communication, people skills and leadership.
- Superior analytical and problem-solving skills.
- Degree at a Bachelor's level in related discipline, or acceptable combination of education and experience.
- Proficient knowledge of Microsoft Office
- Must be legally able to work in Canada
- Satisfactory Criminal Record check, Adult Abuse Registry check and Child Abuse Registry check.

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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.*



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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
- Familiarity with risk management, quality assurance programs and health care accreditation.
- Experience in group facilitation, public speaking and health education.
- Training in LEAN Management is an asset.
- A Master's degree in a relevant sector, health or social services.
- Experience with ACCURO.

APPLICATION PROCESS:

- Email cover letter & resume (pdf or MS word document) to WHChr@womenshealthclinic.org
- **MUST INCLUDE Reference Job Posting #2025-023 in email subject line.**

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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