



**January 2025**

**Clinic Director / Lead Nurse Practitioner – Permanent Full-Time (short posting)**

**Position Summary**

The Georgina Nurse Practitioner-Led Clinic is looking for an experienced NP Leader with a passion for the growth and continued development of the NPLC model of care in Ontario.

The Georgina Nurse Practitioner-Led Clinic (GNPLC) established in 2011, provides primary health care services to the residents of Georgina with outreach services to the Nurse Practitioner Led Children's Care Clinic (CCC), Georgina Island and other local organizations.

The Clinic Director will work closely with NP Colleagues and the Lead Administrator and will be responsible for the operational running of the clinic main and CCC sites. Holding accountability to the Board of Directors and Ontario Health. The Clinic Director will be responsible for strategic leadership, team development, development of policy and procedures (in consultation with the Board and the Lead Administrator) and ensuring adherence to policy and procedures by team members. Employees of the clinic will be hired or terminated by the Clinical Director and/or Lead Administrator, seeking consultation with the Board of Directors or legal consultant as necessary.

The Clinic Director is responsible for communicating the vision, mission, values and strategic plan of the organization to employees and to uphold a participatory leadership model. This position is responsible for the annual performance appraisal of professional healthcare team members. The Clinic Director (in close partnership with the Administrative Lead and Board of Directors) is responsible for the safety of the workplace and ensuring that employees have the necessary training and equipment and policies in place to function safely.

The Clinic Director retains a seat on the Board of Directors and follows the board bylaws regarding conflict of interest. This position is accountable to the Board of Directors who will provide an annual performance appraisal on the administrative portion of the role. As the position is a shared Admin/Clinical role, the Clinic Director is also expected to follow the Job Description of the Nurse Practitioner. The clinical portion of the role will be evaluated by the NP team. Flexibility in hours between the two roles will be maintained to meet the demands of the two positions.

**Key Areas of Responsibility and Duties**

**Executive Functions**

- Strategic leadership – implantation of the strategic plan as it is aligned with the Vision, mission and Values of the Clinic
- Operationalizes the business and operations plan for all sites in close collaboration with the Lead Administrator

- Reports to Board and makes recommendations to the Board of Directors on the clinical operations of the Georgina NPLC
- Is fiscally accountable to the Board of Directors and Ontario Health

#### Human Resources Management

- Design and develop clinical position job descriptions
- Supervise, mentor, orient or preceptor professional employees
- Recruitment, selection, supervision and evaluation of all staff. Supervision of the clerical staff may be delegated to the Lead Administrator

#### Financial Management

- Ensure that monthly and quarterly and annual financial reports are prepared and distributed to Ontario Health, Board of Directors and other organizations as required
- Ensure there is a high level of integrity and accuracy in the financial information that is reported both internally and externally

#### Team Development

- Coordinates NP and multidisciplinary team meetings on a regular basis
- Promotes regular team building activities/workshops to foster a positive and productive workplace culture

#### Collaborative Relationships

- Liaison to media as spokesperson for the clinic
- Liaison directly or coordinate another team member to link with community service organizations, agencies, and hospitals to support the development of a primary health care network and reciprocal referral relationships
- Develop collaborative relationships with local area NPs, NPLCA, NPAO, AFHTO, the NYYS OHT, Ontario Health and the MOH.

The above duties are representative but are not to be considered all-inclusive.

### **Job Requirements**

- Ability to travel within the community
- Adhere to Occupational Health and Safety policies and procedures as per applicable legislation
- Adhere to all policies and procedures of the Georgina NPLC
- Ability to work flexible work hours

### **Physical Demands**

- A portion of time will be spent with clients providing Primary Nurse Practitioner care and teaching within the office or meeting room
- Moderate: The position requires minimal physical effort and the workday comprises roughly equal amounts of standing and sitting, with frequent position changes
- Travel within the community

## Qualifications

- 3-5 years leadership and management (finance and Human Resources management) experience in a community, hospital or primary care setting
- Demonstrated ability to work as a leader and in a team environment
- Current certificate with The College of Nurses of Ontario (CNO) as a Nurse Practitioner Primary Care – RN (EC) in good standing
- Master in Nursing or health-related field required
- Liability protection or liability insurance required (CNPS)
- Satisfactory criminal reference check
- Strong written and verbal communication skills
- Excellent leadership and interpersonal skills
- Experience in a variety of environments and has knowledge of provincial health policy
- Experience with electronic medical records system is an asset
- Proficient in use of internet, Microsoft software, drug database programs
- Experience in program design, delivery and evaluation an asset
- Current Ontario Driver's License
- Current BCLS

This is a full-time, permanent position.

Interested applicants should submit their resumes to:

Hiring Committee  
Georgina Nurse Practitioner-Led Clinic  
21071 Dalton Road, PO Box 340  
Sutton, ON L0E 1R0  
Phone: 905-722-3251  
[www.gnplc.ca](http://www.gnplc.ca)  
[info@gnplc.ca](mailto:info@gnplc.ca)

**Please include "Clinic Director" and your name in the subject line of the e-mail.  
Job posting will remain active until position is filled.**

We thank all applicants for their interest however, only those candidates selected for interviews will be contacted.

GNPLC is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. If you are being selected for an interview and need a reasonable accommodation, please feel free to forward your request.