



OPPORTUNITY FOR CLINIC MANAGER

Are you an outgoing, organized, detail-oriented person looking for a new and promising career?

We are a midwifery practice group in Brampton looking for a person like you to join our growing team. If you feel that you are able to manage a small but growing practice group with your leadership and organizational skills, then we want to meet you!

Our clinic is a modern, clean and accessible space following IPAC standards. We serve a population of clients who reflect Brampton's growing communities. Our clinic prides itself on providing much needed services to the families in need of midwifery care. Although our care team is small, our hearts are big, and we love working with each other and with our amazing clients.

Our goal is to hire an individual who is able to function in a highly demanding environment with the ability to multitask and prioritize. The ideal person is an exceptional communicator, has experiential knowledge of midwifery and/or management, has functional literacy and oral skills in English. Oral communication in a second language is an asset. We require a high level of competency in Microsoft Office®, OneDrive® and Adobe Acrobat®.

If you are a former midwife (retired or otherwise) looking to keep your hands and minds busy with midwifery work; or have experience working with midwives as an administrator/manager and want a career change; do not let this opportunity to work with a dynamic and fun team pass you by. This is a permanent full-time position with an anticipated start date in November 2022.

Below you will find the most common tasks expected of our manager.

Assigned Managerial Tasks:

- Payroll and accounting
- BORN input, reports and invoicing
- Accuro EMR Management
- HR and assistance in on-boarding of new hires
- Outreach to clinic space sharing with allied health professionals
- Supply ordering and updates
- Administrative work when needed

Starting annual Salary \$42,000.00 with extended health benefits* based on 40hrs/week



*Benefits available after 3 months of working with us

Please email your resume and cover letter to admin@ammamidwives.com with "Management Position" in the subject line by midnight October 20, 2022.