Job Posting #2026-091
Internal/External Posting
Posting Date: Nov. 10, 2026
Closing Date: Nov. 24, 2026
Union: Exempt

Manager, Community Health and Support Services

Full-Time Term 1.0 EFT (40 Hours Per Week)

Klinic Community Heath is a pro-choice community health center that provides a full range of health-related services from medical care to counselling and crisis services to wellness and education services. We have an exciting leadership opportunity for you to join our dynamic team as the Manager, Community Health and Support Services. In this position you will play an integral role in helping us realize our vision of engaged and healthy communities.

Rooted in social justice values, we believe that everyone deserves quality care, support and respect. We recognize that there are diverse needs and experiences for people who are most impacted by discrimination and oppression, and are committed to providing safe, quality, holistic, person-centred care. Relationships with our colleagues, clients and communities is at the heart of what we do. We value diversity and promote equity, inclusion and accessibility, and strive to ensure our organization and work reflects and honours the communities we serve. On our path towards Truth and Reconciliation, we work towards decolonizing systems and practices with cultural humility.

POSITION SUMMARY

Reporting to the Executive Director, the Manager, Community Health and Support Services is responsible for the administrative and community support functions within Health Services including Agency Reception Services, Indigenous Cultural Support and Community Development. This includes supervision of administrative and support staff, Indigenous Cultural Support Workers, Community Safety Hosts and Welcome Volunteers.

The Manager oversees records management systems, provides system support and reporting, and ensures processes and procedures are effectively implemented, maintained, and improved.

A key role of this position is supporting the implementation of processes, systems, and policies that assist in the effective and efficient day-to-day support of service delivery for clients and community.

The Manager, Community Health and Support Services works in partnership with the Manager, Clinical Health Services and the Manager, Clinical Education to support an interdisciplinary approach to meeting health care needs for clients and community, and facilitating cross-program collaboration within Klinic services, as appropriate.

Education and Experience:

- Certificate in Health Care Administration or post-secondary training in a related field.
- 5 years' experience in healthcare administration in a clinical setting.
- Coursework or training in privacy and related legislation is an asset.
- Knowledge and experience working with diverse cultural and economic backgrounds
- Knowledge of social determinants of health and community development principles
- Ability to work effectively with the multi-disciplinary staff of Klinic, offering and receiving consultation, direction or guidance where necessary
- Knowledge of the Truth and Reconciliation Calls to Action and the MMIWG2S+ Calls to Justice
- Knowledge of accessibility standards and practices

Skills and Attributes:

- Proven leadership and supervisory skills.
- Demonstrated ability to work in an interdisciplinary setting to facilitate and maintain a collaborative team environment.
- Strong communication skills, both verbal and written. Demonstrated experience and ability writing reports or procedures.
- Knowledge of relevant legislation, including the Personal Health Information Act (PHIA).
- Proven interpersonal skills, with demonstrated ability to establish and maintain effective working relationships and interact successfully at all levels, internally as well as with external agencies.
- Strong consultative and conflict management skills.
- Initiative and strong problem-solving skills, complemented by strong organizational and multi-tasking skills.
- Demonstrated ability to deal tactfully with sensitive issues in a confidential matter.
- Strong computer skills, with demonstrated ability and experience in related software, including proficiency in Word and Excel, and records management systems.
- Must be able to obtain and maintain clear Criminal Record Check and Abuse Registry checks.

Please note that an equivalent combination of education and experience may be considered. Applicants are required to explain in their cover letter how their education and experience meet the required qualifications.

You can view the full position description here.

START DATE: Date of Hire

TERM ENDING: Indefinite (Subject to one weeks' notice)

HOURS OF WORK: Monday to Friday, scheduling flexibility may be required including evening and weekend work, limited travel and periodic on-call rotation.

SALARY RANGE: $56,837.00- $76,898.00 per year

PLEASE EMAIL RESUME AND COVER LETTE BY: to jobs@klinic.mb.ca and reference Job Posting #2026-091 in your email subject line.

Klinic is committed to working towards having a more equitable and diverse workforce at all levels of our organization. We welcome and encourage persons who reflect the diversity of the communities we serve to apply, those who identify as Indigenous, Black, Persons of Colour, 2SLBGTQQIA+, and/or those living with disabilities. Applicants are invited to self-declare in their cover letter.

Accommodations are available upon request during the assessment and selection process. Applicants are asked to please self-declare in their cover letter.

Thank you for your interest. Only candidates selected for an interview will be contacted.