**Job Posting #2026-075**
**Internal/External Posting**
**Posting Date: Nov. 10, 2026**
**Closing Date: Open Until Filled**
**Union: Exempt**

## Manager on Site (MOS)
**Full-Time Permanent Position**

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 on Site. 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, and in collaboration with the Leadership Team, the Manager on Site (MOS) is responsible for overseeing the operations of Klinic during the evening and weekend operating hours of the facility, with the purpose of delivering client-centered care and effective administration, delivery of our programs and services, and ensuring operational readiness.

They will assist in leading and providing facility and program assistance to our staff by completing regular walkthroughs of the facility, supporting our staff as required, and responding to incidents or client concerns.

### KEY RESPONSIBILITIES

- Responds to facility-based issues including code procedures and debriefing
- Provides support to clients attending our facilities in the evenings and weekends
- Provides oversight and support for BIPOC-centered programming, adopting a decolonized lens for community development and support
- Identifies gaps and consults with other community-based organizations to address social needs of the community
- Works with staff to promote the expansion and sustainability of community-focused programming

**EDUCATION AND EXPERIENCE:**

- Post-secondary degree in relevant health or social services discipline preferred . BSW/MSW/BA/MA/RPN preferred. A combination of education and experience may be considered.
- Non-Violent Crisis Intervention/Deescalation/Anti-Racism training required or a willingness to complete within 30 days of hire.
- 2 years' experience in healthcare administration preferred
- Coursework or training in privacy and related legislation is an asset. Demonstrated knowledge of FIPPA and PHIA legislation preferred
- 3-5 years' experience in crisis intervention/crisis management preferred
- Experience working in a mandatory reporting environment (child welfare, hospitals, community health, etc.)
- Knowledge of front desk operations and the clinical skills needed to manage distress.
- Ability to troubleshoot and provide technology support with a variety of networks

**SKILLS AND ATTRIBUTES**

- Proven leadership and supervisory capabilities, with the ability to effectively guide, support, and motivate teams.
- Demonstrated ability to work effectively within interdisciplinary environments, fostering collaboration, teamwork, and positive working relationships.
- Excellent verbal and written communication skills, with demonstrated experience developing clear, accurate, and professional reports, procedures, and documentation.
- Strong interpersonal and relationship-building skills, with the ability to establish and maintain effective working relationships at all levels of an organization and with external agencies and stakeholders.
- Strong consultation, negotiation, and conflict-management skills, with the ability to address challenging situations professionally and constructively.
- Demonstrated initiative, sound judgment, and strong problem-solving abilities, supported by excellent organizational, time-management, and multitasking skills.
- Proven ability to handle sensitive and confidential information with tact, discretion, and professionalism.
- Strong computer and technical skills, with demonstrated proficiency in Microsoft Word and Excel, as well as records management systems and other related software.
- Must be able to obtain and maintain clear Criminal Record Check, Vulnerable Sector 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

**HOURS OF WORK**: Evenings, Days and Weekends (Tuesday to Thursday 2pm to 10pm, Friday and Saturday 9am to 5pm)

**ANNUAL SALARY**: $56,837.00 - $76,898.00

**PLEASE EMAIL RESUME AND COVER LETTER**: to jobs@klinic.mb.ca and reference Job Posting #2026-075 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.