



Job Posting #2025-107
Internal/External Posting
Posting Date: Dec. 3, 2025
Closing Date: Open Until Filled
Union: Exempt

Manager on Site (MOS)

Temporary Part-Time 0.55 EFT (22 Hours Per Week)

Term Ending: September 1, 2026 (with possibility of extension)

Klinic Community Health 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, Counselling 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, and in collaboration with 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 respond to facility-based issues including leading the response to emergency procedures such as fire response and deescalation and ensure Code Procedures such Medical Code 25/Code Blue are supported including debriefing.

You 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.

EDUCATION AND EXPERIENCE:

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

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

HOURS OF WORK: Days, Evenings and Weekends

HOURLY SALARY: \$40.00 to \$45.00

PLEASE EMAIL RESUME AND COVER LETTER: to jobs@klinik.mb.ca and reference Job Posting #2025-107 in your email subject line.

Klinik 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, 2SLGBTQQA+, 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.