



Coordinator, Physician Support Services, Medical Affairs - 1 position

Posting #: 51962

Medical Affairs

Posting Date: November 30, 2023

St. Joseph's Hospital - London, ON

Submission Deadline: December 13, 2023

Full Time

Jennifer Pasichnyk, Human Resources

Non-Union

REPOSTED

We are currently seeking a highly motivated individual to join our Medical Affairs Team to bring their knowledge and expertise of service and leadership to our credentialed professional staff community at St. Joseph's Health Care London. In this position you will have the exciting opportunity to help us develop, implement, and maintain an innovative and strategic approach to Medical Affairs that will meet the current and future needs of St. Joseph's.

Reporting to the Director, Medical & Academic Affairs, this new role will be responsible for three main portfolios. It will provide leadership and management of medical secretaries hired to support our physician partners and their clinical work at St. Joseph's. This role will also collaboratively develop and implement a new Physician Wellness Program with our Physician Wellness Leads and other wellness partners to develop and implement innovative programming to support the health and wellbeing of our credentialed professional staff. It will also play a critical role in working with the executives of our Professional Staff Organization and supporting their goals in leading the credentialed professional staff at St. Joseph's London.

Essential Qualifications

- Bachelors Degree in Health Administration or other related field
- Minimum of 2-3 years of experience in healthcare management
- Minimum of 2-3 experience in a progressive leadership role required with demonstrated acumen in working with labour and employee relations
- Excellent interpersonal, analytical, and decision-making as well as strong acumen in conflict resolution and problem-solving skills
- Experience in program development, implementation, monitoring, and evaluation
- Demonstrated ability to be collaborative, consensus-builder, receptive and flexible
- Working knowledge of project management principles, methods and tools and ability to plan, manage, and complete projects with the ability to embrace innovation and change
- High level of written, oral and aural communication skills and proven ability as a practiced public speaker
- Knowledge and strong understanding of current challenges related to wellness, evidenced-based methods, and best practices of wellness delivery, with an emphasis on health promotion and risk reduction
- Familiarity and knowledge of healthcare sector and relevant healthcare legislation
- Ability to prioritize and work collaboratively within a multidisciplinary team
- Strong proficiency in MS Office suite, knowledge of data collection tools, database management, internet, HRIS systems etc.
- Ability to travel and work flexible hours as needed

Preferred Qualifications

- Proficiency in French would be an asset
- Project Management (PMP (Project Management Professional) would be an asset
- Advanced management degree an asset

Teaching and Research

- St. Joseph's Health Care London through its affiliation with Western University and Fanshawe College is a leading research and teaching hospital. As an employee of St. Joseph's, you will be expected to engage in role related teaching and research activities in addition to any of your clinical duties

Immunization Requirements

- Provide documentation you have received two doses of the COVID-19 vaccine (primary series, boosters and/or XBB) OR one dose of XBB vaccine at least 14 days prior to the start date.
- Provide vaccination records or proof of immunity against measles, mumps, rubella and varicella (chicken pox)
- Provide documentation of the Tuberculosis skin testing

Your interest in this opportunity is appreciated.

*Human Resources and Leaders use your profile information to evaluate your application for the vacancies you apply to.
Only those under consideration will be contacted.*