



VACANCY

Applications are invited from qualified individuals to fill the following position:

**PERMANENT PART TIME AFTER HOURS MANAGER  
NBRHC – NORTH BAY**

**Acting as on site officer-in-charge for the North Bay Campus and telephone resource to the Kirkwood (Sudbury) and North Bay community programs on evenings, nights, weekends and holidays. The successful candidate will oversee and manage services providing care to the Acute & Regional Mental Health and the District Acute programs.**

The candidate will be organized and a highly flexible individual who can perform with minimal supervision, have superior verbal and written communication and interpersonal skills with an ability to deal with confidential and sensitive issues in a professional manner. The applicant must have excellent time management skills and the ability to be versatile.

- Current Registration as a Registered Nurse with the College of Nurses of Ontario
- Current BCLS certificate
- Demonstrated administrative/clinical-leadership knowledge/skills, usually acquired through baccalaureate or master's in nursing or related sciences and nursing administration/management courses
- Previous experience in a leadership role managing, supervising and directing staff
- Knowledge of acute care and mental-health/psychiatric nursing theory and practice, hospital policies/procedures, collective agreements, Mental Health Act, Regulated Health Professions Act, Public Hospital's Act, Occupational Health and Safety Act; and other relevant legislation
- Excellent problem-solving, decision making, negotiating, conflict resolution and team building skills
- Must be able to function both independently and as an active member of the multidisciplinary team
- Knowledge of management information systems
- Working knowledge of computer programs
- Must demonstrate commitment to ensure their safety, the safety of fellow workers, patients, volunteers, and visitors
- Must support and contribute to a culture of safety and prevention of adverse health events in the organization
- Must work with the respective functional teams to support quality improvement initiatives under the philosophy of More Time to Care and in alignment with the Strategic Plan
- Good attendance and work record required
- Bilingualism (Advanced level English/French) is required (see note\*\*) **All unilingual candidates are encouraged to apply and may be considered if there are no successful bilingual candidates**
- Criminal Reference Verification required (see note\*)

**Criminal Reference Check including the Vulnerable Sector Check: recent, within three (3) months is a requirement**

**To apply, submit your resume and covering letter to [careers@nbrhc.on.ca](mailto:careers@nbrhc.on.ca) quoting File NU S-18-059**

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