



# Job Posting: Health Centre Administrator

## Killarney Health Centre – Municipality of Killarney



The Municipality of Killarney is seeking a highly organized, experienced, and motivated professional to fill the position of **Health Centre Administrator** at the Killarney Health Centre.

This is a key leadership role responsible for overseeing the day-to-day operations of the Health Centre and ensuring the effective delivery of healthcare services to the community.

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### Position Summary

The Health Centre Administrator is responsible for managing clinic operations, supervising staff, and overseeing financial and administrative functions. Reporting directly to the Health Centre Board, the Administrator supports both operational and strategic priorities and acts as a liaison between the Board, staff and Municipal Council.

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### Key Responsibilities

- Supervise and evaluate clinical and administrative staff, including nursing and support staff;
  - Attend Health Centre Board meetings and provide operational updates and reports;
  - Prepare and manage the annual operating budget in collaboration with the Municipality;
  - Monitor expenses and provide financial reporting to the Board and the Ministry of Health in collaboration with municipal staff;
  - Develop, implement, and maintain policies and procedures with assistance of the nursing staff;
  - Ensure compliance with applicable healthcare legislation and regulations;
  - Address day-to-day operational issues in a timely and effective manner;
  - Coordinate staffing coverage for vacations, leaves, and peak periods;
  - Participate in or support negotiations with the Ontario Nurses Association;
  - Liaise with external partners, including the Ministry of Health and other stakeholders;
  - Perform other related duties as assigned.
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### Qualifications

- Post-secondary education in Health Administration, Public Administration, or a related field would be an asset;
- Demonstrated experience in healthcare administration or management;
- Experience with budgeting, financial reporting, and staff supervision;
- Knowledge of Ontario healthcare systems and Ministry of Health requirements;
- Experience with unionized environments and collective agreement administration is considered an asset.

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## Core Competencies

- Strong leadership and team management skills;
- Excellent organizational and problem-solving abilities;
- Financial and operational management expertise;
- Effective communication and interpersonal skills;
- Strategic thinking and decision-making;
- Ability to manage confidential and sensitive information;
- Conflict resolution skills and adaptability in a dynamic environment.

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## Working Conditions

- This position does not follow a regular weekly office schedule – hours are variable; duties are performed on an as-needed basis, including occasional evenings and weekends. Hours may range anywhere from 300 to 400 hours per year;
- Primarily home-based, with periodic on-site work required at the Health Centre;
- Attendance at Board meetings and occasional off-site meetings is required;
- Availability to respond to urgent operational matters on an on-call basis is expected;
- Ability to function effectively in a fast-paced environment and manage sensitive or confidential situations.

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## Compensation

Salary will be commensurate with qualifications and experience.

- This position is employed by the Killarney Health Centre, and remuneration will be consistent with the pay grid for the KHC Administrator, as amended from time to time.

Pay Grid Range: \$27.89 to \$31.54 Per hour

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## Training Provided

- Occupational Health & Safety Awareness;
- WHMIS;
- AODA Customer Service Training;
- Human Rights Workplace Violence & Harassment Prevention.

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## Additional Requirement

- A Vulnerable Sector Check from the O.P.P. is required prior to work commencing.

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## How to Apply

Interested candidates are invited to submit a resume and cover letter in outlining their qualifications and experience in confidence to:

**Candy Beauvais – Clerk Treasurer**  
**32 Commissioner Street**  
**Killarney, Ontario P0M 2A0**

**Email: [cbeauvais@municipalityofkillarney.ca](mailto:cbeauvais@municipalityofkillarney.ca) Fax: 705-287-2660**

**Application Deadline: Wednesday, April 15<sup>th</sup>, 2026 at 3:00 PM**

**Applications must be in the municipal office prior to the deadline - late submissions will not be accepted.**

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The Municipality of Killarney is committed to employment equity and is an equal opportunity employer. If you require a disability-related accommodation in order to participate in the Municipality's hiring process, please contact the Clerk-Treasurer's office to discuss your needs.

In accordance with Municipal Freedom of Information and privacy legislation, applicant information is collected under the authority of the Municipal Act and will be used strictly for the candidate selection.

The Municipality of Killarney thanks all applicants for their interest, however, only those selected for an interview will be contacted.

March 26, 2026

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