



MEDICAL MANAGER (NP) FULL TIME

POSITION DETAILS:

Title: Medical Manager | Mental Health and Addictions

Salary: Up to \$125,000 per/year with consideration, plus benefits.

Schedule: Monday to Friday, 8:00am to 16:30pm

Position Status: On-site, full-time, permanent.

BENEFITS:

- Dental care and Extended Health Care
- Life and Disability insurance
- RRSP match
- 4 weeks accrued vacation • 5 sick days • 12 stat holidays • Monthly flex day

Reports To: Chief Programming Officer

Thorpe Recovery Centre is a not-for-profit organization dedicated to providing client-centered and community-based addiction services. We are an accredited facility, providing Residential Treatment, Medically Supported Detox and a Family Program.

From our initial six clients in 1975, hailing from the Lloydminster area to the 700-plus individuals now helped annually from across Western Canada, Thorpe Recovery Centre continues to tailor each person's treatment experience to meet their individual needs. Everyone's history is uniquely their own – and we believe their recovery journey should be too. Each person who has walked through our doors has shaped our history and our future; for over 47 years, the development of our services has been based on the needs of our community. Regardless of our size, scope, or geographic outreach, the purpose of what we do remains the same – achieve wellbeing and happiness.

Located on 34 acres in the rural setting of Blackfoot, Alberta, staff are able to access a serenity garden area on the edge of its ponds that is surrounded by a 1km walking path. The facility is over 54,000 square feet and has 12 medically supported detox beds and 62 inpatient addiction treatment beds where staff enjoy bright and open lunch/coffee areas and a wellness room for self time.

Diversity, equity, and inclusion are essential to our goals of creating a great place to work and delivering exceptional care. We acknowledge and accommodate unique differences and ensure special measures are in place so that all prospective and current employees are given an opportunity to succeed.

We are committed to building a representative workforce and encourage applications reflecting diversity of sex, sexual orientation, gender identity or expression, racialization or ancestry, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.



NATURE AND SCOPE

Reporting to the CPO, the Medical Manager provides leadership, direction, and support to the nursing department, facilitating quality and safe medical services across the continuum of care with a multi disciplinary team. This position performs and oversees admission assessments and daily nursing care for clients, promoting communication between team members, medical professionals and other departments.

RESPONSIBILITIES AND DUTIES

- Reviews initial medical assessments prior to client admission.
- Prescribes medications in accordance with the statutory and regulatory standards, limits and conditions, and employer policies and procedures.
- Responsible for the supervision, budgeting and staffing for a medically supported detox unit and nursing services for program clients.
- Provides on-call support for staff.
- In collaboration with the CPO, provides leadership and strategic direction for health-related services and projects.
- Provides supervision, delivery and coordination of training for the department. • Ensures all staff are up to date with current policies and procedures.
- Develops and manages ongoing relations with physicians, pharmacists and other health care providers.
- Ensures the safety and medical practices of all nursing staff are compliant with provincial licensing and applicable provincial regulatory bodies.
- Approves timecard entries in payroll system.
- Works with all levels of management to ensure that appropriate communication is maintained throughout the organization.
- Works closely with the medical practitioners and nursing staff regarding client health care and serves as the liaison for medical needs and information.
- Works with other Thorpe management and staff to ensure that integrated and consistent care is provided.
- Reviews medical treatment plans and consults and coordinates when necessary with all clinical staff.
- Ensures that all clients' health care needs and concerns are being addressed. • Audits and reviews client health records.
- Responsible for ensuring proper medication reconciliation and administration practices are being followed for both controlled and uncontrolled medications.
- Ensures that all regulatory standards are being met while planning, developing, and implementing new policies and procedures.



- Ensures that current policies meet necessary frameworks and compliancy measures, including Accreditation Standards.
- Oversees individual client care plans.
- Oversees inventory of supplies and equipment.
- Provides the necessary expertise and structures needed to meet the requirements of Accreditation Canada.
- Responsible for implementing and providing supervision for current department policies and procedures.
- In collaboration with the CPO, establishes a framework for conducting medical evaluations for clients.
- Oversees and assists when necessary the nursing staff with the delivery of Health related programs and content.
- All other related duties as assigned.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Master's degree in nursing
- Registered or eligible for registration with the Nurse Practitioner Association of Alberta (NPAA) • Preference given to candidates with 3 years' experience preferably in mental health and addictions
- Experience with the development and implementation of policies and procedures. • Strong consideration will be given to those with previous management or supervisory experience. • Extensive knowledge regarding the nursing process and its applications, including the assessment, planning, implementation, and evaluation of nursing care.
- Ability to critically assess and evaluate health research literature to determine best practices; ability to introduce education and evidence-based research.
- Conflict resolution, problem solving, strong communication and people management skills. • A high degree of resourcefulness, flexibility and adaptability.
- High level of critical and logical thinking, analysis and/or reasoning
- Ability to transfer knowledge, teach, coach and mentor others.
- Strong morals and ethics along with a commitment to staff and client confidentiality and safety.