



# WEST NORTHUMBERLAND PHYSICIAN RECRUITMENT

Cobourg · Port Hope · Hamilton Township · Alnwick/Haldimand · Cramahe

## Job Posting

### Family Physician Recruitment Consultant

(Independent Contractor Position)

**Contract Position: (0.5 FTE)**

**Location: West Northumberland (Representing Town of Cobourg, Municipality of Port Hope, Hamilton Township, Alnwick Haldimand Township and Cramahe Township)**

#### Background

The West Northumberland Recruitment and Retention Committee (WNPRRC) is volunteer-based and is comprised of municipal representatives from all five West Northumberland Municipalities, citizens from West Northumberland, physicians and representatives from local health care providers. The Committee is 100% funded by the five West Northumberland municipalities.

**The WNPRRC is seeking an independent contractor to provide ongoing Family Physician Recruitment Consulting Services.** The independent contractor will lead and implement the attracting of new family physicians to West Northumberland and lead efforts helpful in retention of current practitioners.

#### Key Deliverables

- Responsible for tracking current and expected upcoming recruitment needs.
- Implement recurring recruitment and retention strategies.
- Ensure recruitment efforts match the primary care needs of our community.
- Maintain strong ongoing relationships and confidential conversations with family physicians so they have confidence in sharing their retirement intentions.
- Tracking of local physician human resources needs or any related changes in community needs.
- Provide progress reports to the committee regarding the Business Plan & Strategic Plan.
- Manage the approved budget, provide variance reporting and make recommendations on future requirements.
- Responsible for operational and governance aspects of the WNPRRC.
- Ongoing engagement with municipalities and government resources to ensure continued strategic focus and funding.

- Tracking of local physician human resources needs or any related changes in community needs.

### **Position Responsibilities**

The family physician recruitment consultant will plan and implement strategies for family physician recruitment and retention efforts within west Northumberland. The recruitment consultant will report to the WNPORC and their responsibilities are included but not limited to: all aspects and elements of the family physician recruitment process; community networking and promotion; attendance at committee meetings; preparation of agendas and minutes of said meetings; communication with committee members; attendance at various functions related to the promotion of the WNPORC; liaising with physicians and municipalities; preparation of draft documents including business plan, strategic plan and budget.

### **Qualifications**

- Comfortable and ability in acting in role of community connector
- Recruitment and social media marketing experience would be an asset
- Good knowledge of the West Northumberland Communities
- Excellent written, oral communication and presentation skills
- Must be able to establish an excellent rapport and effective confidential working relationships with physicians
- Experience working with municipal government would be an asset
- Be able to adapt to changing priorities and deadlines
- Excellent networking and relationship building skills
- Strong strategic, critical thinking, financial and collaboration skills
- Preferably hold a university degree or college diploma/certificate in a related field
- Organized, self-motivated and independent worker

### **Contact information**

**Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [wndoctors@gmail.com](mailto:wndoctors@gmail.com) by March 8, 2019.**

We sincerely appreciate all applications but only those candidates selected for an interview will be contacted.