



## JOIN OUR TEAM

### ABOUT US:

The West Elgin Community Health Centre has served our rural communities for 30 years. We work alongside extraordinary people at the Centre. We are very proud to be a part of an alliance of community health centres across the province where we focus on improving the health and wellbeing of people and communities. We continue to value and advocate for a more inclusive society.

We believe that housing, education, food and the environment all play a role in health and well-being. We also believe that language, literacy and poverty should not get in the way of receiving great care.

Our team provides primary health care, illness prevention and health promotion services as well as a range of community programs primarily to the residents of Dutton Dunwich and West Elgin municipalities. Our diabetes services are open to anyone and are offered at multiple locations in Elgin County.

We strive for a healthy and supportive work environment valuing compassion, excellence, collaboration, accountability, respect and equity. Our vision supports a vibrant and caring community, people and workplace and is demonstrated by the Centre's 2021 Healthy Workplace award and 2023 CMHA recognition for workplace mental health initiatives.

### APPLY TODAY!

Send resume by mail or e-mail to:  
Debra Auterhoff, Human Resources  
[dauterhoff@wehc.on.ca](mailto:dauterhoff@wehc.on.ca)

**West Elgin Community Health Centre**  
153 Main Street, West Lorne, ON, N0L 2P0

Visit the Centre's Website:  
[wehc.on.ca](http://wehc.on.ca)

## Finance and Operations Director

### Full-Time Employment (37.5 hours a week)

\$81,762 - \$96,190 per year  
competitive benefits and pension

The West Elgin Community Health Centre is located in the beautiful rural community of West Lorne, Ontario conveniently situated a half hour outside of London and Chatham.

*The Finance and Operations Director job description is under review in line with the Centre's Strategic Plan. This review, which may alter the Finance and Operations Director portfolio, will be incorporated into the successful candidate's employment agreement.*

### Primary Responsibilities:

The Finance and Operations Director leads and manages all aspects of administrative support services for the Centre including Financial and Information Management, Information Technology, and Facilities Management. The incumbent leads the Accountant and Medical Secretaries and supervises contracted-out administrative services. The Director also acts as the Centre's Chief Privacy Officer.

### What Do you Bring to the Position?

- Degree in Business or a related discipline with significant related experience.
- Professional accounting designation (CPA preferred).
- Three (3) years of progressive financial, information and facilities management.
- Reporting experience in a non-profit organization; preferably in a health care setting using Great Plains and OHRS/MIS.
- Excellent interpersonal and leadership skills with demonstrated alignment with our mission, vision and values.
- Full COVID-19 vaccination status or medical exemption and current vulnerable sector police check required.



*The Centre is committed to a respectful, diverse, accessible and inclusive work environment. We encourage and welcome applications from persons with disabilities and a broad range of cultural, ethnic, racial and gender identities and expression. Reasonable accommodation will be provided in all phases of the recruitment process.*