



CAREER OPPORTUNITY NOTICE

Assistant Manager, Hospital Laboratory Operations

COMPETITION #:	17-10HLO-11
LOCATION:	Northwest Health Center, High Level, AB
DEPARTMENT:	Hospital Laboratory Operations
STATUS:	Regular Full Time (1.0 FTE)
SALARY RANGE:	Exempt, + 2% Northern Premium + Northern Living Allowance
CLASSIFICATION:	Salary, Exempt
HOURS OF WORK:	75.0 hours bi-weekly, 7.5 hours per day. Shifts may include days, evenings, nights, and weekends and statutory holidays
NUMBER OF POSITIONS:	1
POSTING DATES:	Open until a successful candidate is selected

DynaLIFE, has been providing laboratory and diagnostic services to northern Albertans for more than 50 years. We are a privately owned laboratory and are proud to partner with Alberta Health Services to deliver medical diagnostic services across central and northern Alberta. We also provide testing and consultation services for the North West Territories, Nunavut and other clients across Canada. Our reputation for excellence is founded on our commitment to customer and patient care. Our future is bright and we continue to build our team and develop new and exciting ways to deliver diagnostic services and exceed customer expectations.

The Assistant Manager for High Level, Fort Vermilion and La Crete is responsible for overseeing operations at our northern Alberta locations in the Northwest Health Center (High Level, AB), St. Theresa General Hospital (Fort Vermilion, AB) and the La Crete Health Center (La Crete, AB).

At these facilities, we provide laboratory and X-ray services for the local community and our staff are part of the larger health care team that works toward ensuring the ongoing health and wellness of the patients we serve. This position works collaboratively within the *DynaLIFE* leadership team to ensure high levels of customer service are met and to facilitate continuous improvements in support of corporate goals. This position also interacts with the medical and administrative staff at the AHS facilities as a representative of *DynaLIFE*

We are seeking an individual who is passionate about learning and development and has an interest in pursuing a management role in a rural community. *DynaLIFE* offers competitive compensation and benefits, including a bonus structure, as well as opportunities for continued learning and advancement. Relocation assistance is available.

Major Functions and Responsibilities

- Supervisory responsibilities including:
 - Recruitment and selection of team members
 - Manage staff, conduct safety and quality training and develop staff schedules
 - Prepare and administer employee performance appraisals
 - Provide coaching, mentoring and feedback to employees
 - Responsible for facilitating training of new staff members
 - Establishing and maintaining a positive and respectful work environment
- Implementation of new technologies, methodologies and instrumentation
- Implementation and sustainability of Lean principles and methodologies
- Accountability to ensure that budget targets are met
- Strong customer service displayed when addressing customer concerns



- Identification of opportunities for operational improvement
- Ensure adherence to laboratory and x-ray accreditations and *DynaLIFE* standards
- Other duties as required

Required Skills

- Outstanding skills in communication (written, verbal and listening).
- Strong critical thinking, problem solving, decision making and conflict resolution skills.
- Time management and multitasking skills.
- Intermediate computer skills.
- Excellent customer service orientation.
- Strong relationship building, influencing and people management skills.
- Strong ability to collaborate.

Required Experience

- 5+ years of laboratory experience
- 1-2 years of supervisory experience
- Familiarity with equipment and instrumentation typically found in small to mid-size laboratories.
- Knowledge of Point of Care testing is an asset
- Recent hematology experience is an asset
- Experience in a unionized environment is an asset
- Working knowledge of CPSA and CAP accreditation standards and guidelines

Minimum Qualifications

- Medical Laboratory Technologist diploma or degree
- Current CMLTA registration with CSMLS certification (CSMLS membership is not required)
- Leadership training and experience is an asset
- Supervisory/management experience
- Familiarity with Microsoft Office products
- Valid Driver's License; road and air travel required
- Flexibility in working hours to meet operational requirements
- Familiarity with equipment and instrumentation typically found in a rapid response laboratory

Other Information

- The current shift indicated is subject to change due to operational requirements
- Weekly travel to La Crete and Fort Vermillion is required. A company vehicle is provided.
- Relocation assistance is available.

Please visit our career page at www.dynalife.ca to apply directly to this competition

- All persons newly hired to *DynaLIFE Dx* must show their SIN card and government issued photo ID to Human Resources prior to commencing work.
 - All persons hired to *DynaLIFE Dx* must be authorized to work in Canada for any employer.
 - Individuals hired into all positions must provide verification of their highest level of education.
 - A security clearance will be required for employees newly hired to *DynaLIFE Dx*.
 - A security clearance with vulnerable sector completed may be required for employees newly hired to *DynaLIFE Dx*.
- Please note that only shortlisted applicants will be contacted. Thank you for your application.*