



Job Posting

Family Physician Recruitment Consultant (Independent Contractor Position)

Contract Position: (0.5 FTE) Board approved compensation \$2800 mthly

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

Background

The West Northumberland Recruitment and Retention Board (WNPRRB) is volunteer-based and is comprised of municipal representatives from all five West Northumberland Municipalities, citizens from West Northumberland, physicians and representatives from Northumberland Hills Hospital and Northumberland Family Health Team. The Board is 100% funded by the five West Northumberland municipalities.

Position Description

The WNPRRB is seeking a Family Physician Recruitment Consultant (“Recruitment Consultant”) who will act as an independent contractor to support family physician recruitment and retention in West Northumberland. This position reports to the WNPRRB.

Activities and deliverables include but are not limited to:

- Variable hours approximating a half time position working remotely, but able to meet locally with local physicians and board as required
- Flexibility as hours can be random due to the requirement to communicate with potential family physicians and current local doctors after office hours
- Tracking local physician human resource and recruitment needs or any related changes in community needs to ensure recruitment and retention efforts match the needs of our community and physician workforce
- Maintaining strong ongoing relationships and confidential conversations with family physicians so they have confidence in sharing their retirement intentions
- Community networking and promotion including attending various functions related to the promotion of WNPRRB and liaising with physicians and municipalities
- Managing the approved budget, variance reporting and recommending future requirements
- Being responsible for operational and governance aspects of the WNPRRB including preparation of meeting materials, attending and reporting at meetings
- Ongoing engagement with municipalities and government resources to ensure continued strategic focus and funding

Qualifications

- Has a passion for Northumberland, with a good knowledge of the West Northumberland communities
- Ability to market West Northumberland to family physician candidates, as an excellent place to work and live
- Organized, self-motivated and independent worker
- Ability to establish an excellent rapport and effective confidential working relationships with local physicians
- Excellent written, oral communication and presentation skills
- Social media marketing experience, able to direct multimedia content
- Be able to adapt to changing priorities and deadlines
- Excellent networking and relationship building skills
- Strong strategic, critical thinking, financial and collaboration skills preferred
- Recruitment experience would be an asset but assistance in learning the role can be made available
- Experience working with municipal government would be an asset
- Preferably hold a university degree or college diploma/certificate in a related field

Contact information

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to careers@cobourg.ca by Sept 12, 2022.

The West Northumberland Physician Recruitment and Retention Board (WNPRRB) is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise if you require accommodation.

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