



Clinic Manager

Full-Time

Comox Valley
Courtenay

Friday June 26, 2026

\$26 - \$30/ hour (extended health benefits)

Company: Cumberland Village Health Care

Website: <https://www.cvhc.ca/>

Industry: Health

How to apply:

email Executive Director at ed@beaufortfamilyhealth.ca

Expiry Date:

Friday, July 10, 2026

Details:

The Beaufort Family Health Society was formed in 2022, in response to the absence of primary care services in Cumberland. Cumberland Village Health Care (CVHC) is owned and operated by the Beaufort Family Health Society, and provides primary care services to residents of Cumberland and the Comox Valley.

Cumberland Village Health Care is part of the Comox Valley Primary Care Network, which provides patients with direct access to Allied Health Providers as part of our team-based model. Allied Health Providers include a full-time registered nurse, part-time social worker, part-time dietitian, and part-time mental health and substance use clinician. We are seeking to hire a Clinic Manager who will work collaboratively and collegially with the Clinical Director(s) of Cumberland Village Health Care and the Executive Director of the Beaufort Family Health Society. The Clinic Manager is responsible for the operational management of Cumberland Village Health Care, in alignment with the Vision, Mission and Values set by the Beaufort Family Health Society.

Qualifications & Experience:

Responsibilities

- Manage the daily operations of the clinic, including scheduling, patient flow, and staff coordination
- Supervise administrative and clinical staff, providing guidance and ongoing feedback, staff performance evaluations
- Oversee documentation and billing processes using electronic medical records system
- Ensure compliance with healthcare regulations, privacy laws, and safety standards
- Maintain efficient clinic workflows to optimize patient experience and operational productivity
- Handle human resources functions including hiring, training, and conflict resolution
- Monitor clinic budgets and expenses to ensure financial health of the practice
- Collaborate with physicians, nurse practitioners, Allied Health providers and administrative personnel to improve service delivery
- Implement policies and procedures to enhance clinic efficiency and quality of care
