

Sibley & Associates Inc., a leading national Disability Management Consulting Firm, is looking for a full time:

## CLINICAL RECRUITMENT SUPERVISOR

Key responsibilities include adherence to all service standards, quality assurance, legislative requirements, corporate business plans and human resources policies and procedures. Accountability for developing project plans, mentoring and development of staff, as well as recruitment is a key component of this position. A strong customer focus is essential.

Duties may include:

- Recruitment of medical professionals to complete disability management and assessment services
- Maintain relationships with medical professionals to ensure they are clear of all required deliverables including costs and timelines.
- Act as a direct liaison and resource for administration team when booking appointments with medical professionals.
- Provide follow-up support and feedback to clinicians as required.
- Work closely with the Supervisory and Management Team to ensure customer expectations are surpassed regarding timely assignment of clinicians and that clinicians provide high quality reports.

Special Skills:

Minimum 5 years operations and recruiting experience in the field of disability management

Related management and supervisory experience would be considered an asset.

If you are interested in working in a fast-paced and expanding organization, Sibley & Associates is the place for you!

All interested applicants should direct their resume to:

Human Resources  
Sibley & Associates Inc.  
3027 Harvester Road, Suite 401  
Burlington, Ontario L7N 3G7  
Fax: (905) 633-9104

Or email at: [humanresources@sibley.ca](mailto:humanresources@sibley.ca)

No phone calls please

*We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.*

