



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following contract position:

Physician Recruitment and Engagement Specialist (24 month contract) Office of the Chief Administrative Officer

Located between Toronto and Kingston in southeastern Ontario, the City of Quinte West is a growing community, home to almost 50,000 residents. Created through the amalgamation of the City of Trenton, the Village of Frankford, Sidney Township and Murray Township in 1998, the City of Quinte West offers a unique mix of rural and urban lifestyles. Quinte West is notably home to Canada's largest military base, 8 Wing/CFB Trenton, and prides itself on being a sought-after tourism and recreation destination as a gateway to the world-famous Trent-Severn Waterway. The natural features of Quinte West are complemented by its strong, vibrant and diverse economic base, making Quinte West an exciting place to live, work and play!

Purpose & Scope of Position:

Reporting to the Chief Administrative Officer (CAO), the Physician Recruitment and Engagement Specialist is responsible for the strategic design and execution of physician and nurse practitioner recruitment, retention, and engagement initiatives in the City of Quinte West. This role requires collaboration across municipal departments, member municipalities, local health organizations, local physicians, and community partners, ensuring a sustainable, equitable primary care workforce while enhancing community well-being. This position embodies a wholesome approach, focusing not just on the individual but their families, practice environment, and integration into the region.

Education and Work Experience Requirements:

A minimum of a three (3) year post secondary diploma or degree in Health Administration, Public Relations, or a related field. An approved equivalent combination of education and experience may be considered. The successful candidate must have a strong understanding of Ontario's health system, College of Physicians and Surgeons of Ontario (CPSO) licensing, Family Health Organization (FHO)/Family Health Team (FHT) models and international recruitment pathways.

This position requires a minimum of four (4) years of experience in health sector engagement, physician or healthcare recruitment, community development, public relations, or a related field. The incumbent must have demonstrated experience working with physicians, nurse practitioners, clinical leadership and cross sector partners, proven experience in marketing/communications planning and strategy development, as well as experience in project management, data reporting and analysis and community based health planning.

Preferred assets for this position include membership with CASPR or a related physician recruitment association, a Project Management Professional (PMP) designation, experience with international recruitment, and experience with negotiating contracts, incentives, or locum agreements.

Remuneration: 2025 Non-Union Salary Grid Band 9: \$56.60 per hour plus bonus.

Note: This is a contract position for up to 24 months. Working a minimum of 24 hours per week; however, hours are flexible and could include up to 35 hours a week. The successful incumbent will be required to be available to work a flexible schedule to meet the business needs of the position, including evenings, weekends, and holidays. This position will require regular travel outside the municipal boundaries.

Interested applicants are invited to apply online with their resume by **11:59 pm on, October 17, 2025**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate the individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.

Applicants will be required to consent to the completion of a criminal background check and the completion of a driver's abstract, if deemed a requirement of the position.