



POSITION DESCRIPTION

POSITION TITLE:	WELLNESS FACILITATOR
DEPARTMENT:	PUBLIC HEALTH
CLASSIFICATION:	WELLNESS FACILITATOR II
UNION:	MGEU – TECHNICAL PROFESSIONAL

REPORTING RELATIONSHIPS

POSITION REPORTS TO:	REGIONAL DIRECTOR, PUBLIC HEALTH
POSITIONS SUPERVISED:	NOT APPLICABLE

POSITION SUMMARY

Reporting to the Regional Director, Public Health or delegate, the Wellness Facilitator is part of a multidisciplinary public health team that uses principals of population health promotion, health equity and community development to support communities and groups in areas of assessment, program development and capacity building for health. Activities are focused on primary and secondary prevention and health promotion, with a responsibility to maintain communication with Interlake-Eastern staff and community stakeholders. The Wellness Facilitator will work with communities as they identify, develop, implement and evaluate initiatives including healthy public policy that promotes health.

The position of Wellness Facilitator functions in a manner consistent with, and support the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

Demonstrates knowledge and skills necessary for health promotion practice that includes:

- Apply a population health promotion approach, including determinants' of health, to the analysis of health issues.
- Apply theory to health promotion planning, implementation and evaluation.

- Apply health promotion principles in the context of the roles and responsibilities of population and public health settings.
- Describe the range of interventions available to address population and public health issues.

Partner with communities to conduct a community's needs/situational assessment of a specific issue that includes:

- Conduct population assessment using existing or collected health data for a specific health issue.
- Collect and critically appraise evidence (i.e. published and grey literature, systematic reviews and promising practices) on the health issue and effective interventions.
- Conduct an environmental scan to identify community assets, resources, challenges and gaps.
- Analyze all data, evidence and environmental scan findings to develop effective program and policy interventions.

Plan appropriate health promotion programs that include:

- Develop a plan to implement program goals, objectives, evaluations and implementation steps.
- Collaborates with the Director to develop and manage budgets.

Contribute to policy development and advocacy that reflects community needs and includes:

- Describe the health, economic, administrative, legal, social, environmental and political implications of policy options.
- Provide strategic policy advice on health promotion issues.
- Write clear and concise briefing notes/SBars for complex issues.
- Understand the policy making process to assist, enable and facilitate the community to contribute to policy development.
- Suggest adaptation to policies and programs to reflect the diversity in population characteristics.

Facilitate community mobilization and build community capacity around shared health priorities that include:

- Develop relationships and engage in a dialogue with communities based on trust and mutual respect.
- Identify and strengthen local community capacities to take action on health issues.
- Advocate for and with individuals and communities to improve their health and well-being.

Engage in partnership and collaboration that includes:

- Establish and maintain linkages with community leaders and other key health promotion stakeholders (i.e. schools, businesses, faith groups, community associations, etc.)
- Utilize leadership, team building, negotiation and conflict resolution skills to build community partnerships.
- Build and support coalitions and stimulate intersectoral collaboration on health issues.

Communicate effectively with community members and other professionals that include:

- Provide health status, demographic, statistical, programmatic and scientific information tailored to specific audiences (i.e. professional, community groups, general population, etc.)

- Apply social marketing and other communication principles to the development, implementation and evaluation of health communication strategies.
- Use of the media, advanced technologies and community networks to receive and communicate information.
- Communicate with diverse populations in a culturally-appropriate manner.
- Pursuant to the Regional Health Authority Act, Interlake-Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.

OTHER

- Performs other duties as assigned.
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QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Baccalaureate degree in a health-related discipline required. Masters preparation in a related health promotion discipline preferred.

REQUIRED KNOWLEDGE:

- Proficiency in Microsoft Office applications and Outlook
- Knowledge and demonstrated experience in group facilitation and adult education; program development; and promotion, marketing and evaluation of health promotion programs.

EXPERIENCE REQUIRED:

- Minimum of two (2) years' experience in community health development and/or health promotion.
- Experience working with populations with diverse cultural and social backgrounds.
- Excellent facilitation skills, communication and interpersonal skills, program planning and organizational skills.

SKILLS/COMPETENCIES:

- Demonstrates ability in marketing and evaluation of health promotion programs communication, critical thinking, and the ability to work independently and as part of a team.
 - Demonstrated ability in leadership, using a broad range of comprehensive and multi-faceted strategies to strengthen community action, re-orientate health services, develop personal skills, create supportive environments and build healthy public policy.
 - Valid drivers license.
 - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
 - Proficiency of both official languages is essential for target and designated bilingual positions.
 - Completes and maintains a satisfactory pre-employment security check.
 - Satisfactory employment record.
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WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Will be required to travel throughout the region as duties may require.
 - No hazardous or significantly unpleasant conditions.
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WORKPLACE SAFETY AND HEALTH

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health Regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

PATIENT SAFETY

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follow all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: November 2018
Date

Revised: _____
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Vice President, Human Resources Date

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed position descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.