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## POSITION DESCRIPTION

**POSITION TITLE:** REGIONAL MANAGER, IMMUNIZATION

**DEPARTMENT:** PUBLIC HEALTH

**CLASSIFICATION:**

**UNION:** NON-UNION

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## REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** DIRECTOR HEALTH SERVICES PUBLIC HEALTH AND WELLNESS

**POSITIONS SUPERVISED:** IMMUNIZATION STAFF

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## POSITION SUMMARY

- Reporting to the Director Health Services, Public health and Wellness, the Immunization Manager is responsible for all aspects of regional vaccination clinic management, coordination and delivery of quality care and services by competent staff and service partners
- Leads and manages a flexible and collaborative team with a culture of client service to prepare and oversee vaccine administration in the Regional Health Authority.

The position of Regional Manager, Immunization functions in a manner consistent with and supports the mission, vision and values of the Interlake- Easter Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Accountable for the regional delivery on all service level commitments for:
  - Human resources
    - Reporting to the Director Health Services, Public health and Wellness, the incumbent is responsible for the overall coordination of vaccine administration in the Regional Health Authority
    - Responsible for all aspects of regional vaccination clinic management,

coordination and delivery of quality care and services by competent staff and service partners

- Leads and manages a flexible and collaborative team with a culture of client service to prepare and oversee vaccine administration in the Regional Health Authority
  - Financial management
  - Planning and Reporting including scheduling and control of inventory for each site in his/her region
  - Ensuring client satisfaction
- This position requires a strong leader who will be responsible for the overall coordination of the implementation of vaccine administration across a regional area.
- The Regional Immunization Manager has strong relationship building skills and works with partners (e.g., local pharmacy/physician [DCM] partners, Urban Indigenous, Long Term Care) to manage immunization strategies, including supersites, focused immunization teams, pop-up clinics, partnering with local non-profit/community organizations and Urban Indigenous clinics.
- This position works with Manitoba Health Population Public Health to analyze immunization coverage and identify gaps in service delivery and planning, implementing and evaluating initiatives.
- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.
- Ensuring client satisfaction
- 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:**

- Recognized post-secondary degree in business administration, social sciences or health services or an equivalent combination of education and work experience.

##### **REQUIRED KNOWLEDGE:**

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##### **EXPERIENCE REQUIRED:**

- Minimum 5 years management and leadership experience required.
- Experience in complex service delivery with operational and human resource management including experience working with multiple collective agreements required.
- Demonstrated experience in health services delivery preferred, but not required for the role.

- Management experience with responsibility for large, multi-site service delivery with multiple collective agreements and oversight of complex scheduling.
- Experience with strong strategic performance management and measurement systems to inform operational excellence overall. This includes data and reporting (e.g. Key Performance Indicators, Balanced Scorecards).

**SKILLS/COMPETENCIES:**

- Strong interpersonal skills to build relationships and work with a diversity of internal and external stakeholders.
- Strong analytical and problem-solving skills with the ability to develop sound practical solutions, identify impact and ramifications of decisions.
- Strong organizational skills with the ability to manage priorities amongst competing demands.
- Ability to work in a fast-paced environment and to prioritize a large complex workload to meet deadlines.
- Strong verbal and written communication skills.
- Must be self-directed and work independently.
- Ability to work safely in a typical computerized office environment with frequent meetings.
- Must have a valid Manitoba driver's license and use of a personal vehicle for regular travel. Travel throughout the region may be required.
- Mental and physical ability to meet the demands of the position.
- 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.
- All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.

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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 adherences to Workplace Safety and Health

Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

- 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.

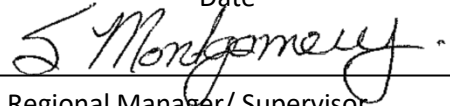
**PATIENT SAFETY**

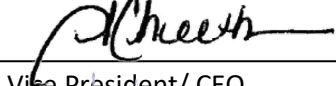
- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

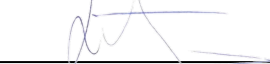
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Created: January 2021  
Date

Revised: \_\_\_\_\_  
Date

Approved by:  March 24/2023  
Regional Manager/ Supervisor Date

Approved by:  March 26, 2023  
Vice President/ CEO Date

Reviewed by:  March 27, 2023  
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.*