



POSITION DESCRIPTION

POSITION TITLE: EXECUTIVE LEAD, HEALTH SERVICES, COMMUNITY AND CONTINUING CARE

DEPARTMENT: SENIOR LEADERSHIP

CLASSIFICATION:

UNION: OUT OF SCOPE

REPORTING RELATIONSHIPS

POSITION REPORTS TO: CHIEF EXECUTIVE OFFICER

POSITIONS SUPERVISED: VARIOUS DIRECTORS, MANAGERS, COORDINATORS, AND EXECUTIVE ASSISTANT

POSITION SUMMARY

Reporting to the Chief Executive Officer, the Executive Lead, Health Services, Community and Continuing Care is responsible for providing leadership and oversight for the following regional client programs and services; Primary Care, Home Care, Long Term Care, Transitional Care Unit, Palliative Care, Seniors, Supportive Housing, Allied Health and Mental Health Programs. The Executive Lead, Health Services, Community and Continuing Care is part of a collaborative executive management team and contributes to strategic planning, evaluation, leadership, and budget planning related to all programs and services. The Executive Lead, Health Services, Community and Continuing Care is expected to sustain particularly strong working relationships with the CEO and other Executive Leads.

This position of Executive Lead, Health Services, Community and Continuing Care functions in a manner consistent with, and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

ESSENTIAL FUNCTIONS AND DUTIES

Functions and duties include; but are not limited to the following:

- Provides leadership and oversight for the following programs and services; Primary Care, Home Care, Long Term Care, Transitional Care Unit, Palliative Care, Seniors, Supportive Housing, Allied Health and Mental Health Programs.
- Ensures compliance with all related legislation, regulations, guidelines and standards.
- Responsible for achieving fiscal targets for all programs and services portfolio including participation in preparing and monitoring budgets.
- Creates an environment that fosters teamwork and positive employee relations by adhering to fair and equitable labor relations, policies and practices.
- Promotes regionalization of programs and services within the portfolio through collaboration, communication, and innovation.
- Mentors and provides consultative support to all direct reports.
- Assists in the interpretation and communication of regional goals, philosophies, policies and procedures to management staff and general staff as required and other internal and external stakeholders – including clients, patients, and their families as necessary.
- Contributes to the development of the annual Health Plan and the five-year Strategic Plan by ensuring all programs and services within the portfolio are accounted for within these plans.
- Promotes program planning that is responsive to current and projected population needs.
- Provides vision and leadership towards the development and implementation of proposals to enhance existing programs, as well as new initiatives.
- Engages with community stakeholders to strengthen the social determinants of health, ie housing, community supports.
- 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:

- Possess a degree in a related health discipline.
- Current registration and a member in good standing with the applicable regulatory body as appropriate.
- A suitable combination of post- secondary education and health care experience relevant to the position may be considered.

REQUIRED KNOWLEDGE:

- Demonstrated knowledge of the Manitoba and Canadian health care systems including broad understanding of issues in rural health service delivery.
- Demonstrated knowledge of issues and challenges facing Personal Care Home and Community Services health care professionals in Canada.
- Understanding of community development principles.
- Familiarity with health labor relations and collective agreements.
- Demonstrated knowledge of relevant legislation and regulations.

EXPERIENCE REQUIRED:

- Minimum of five (5) years of middle-senior level health management experience.

SKILLS/COMPETENCIES:

- Commitment to the vision, mission, and values of the IERHA.
- High level of integrity, confidentiality and accountability.
- Experience achieving fiscal targets including preparation and management of budgets.
- Demonstrated knowledge of health ethics and a commitment to working within an ethical framework that encourages evidenced-based decision making, accountability, transparency, and flexibility.
- Valid Manitoba driver's 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.

The Executive Lead, Health Services, Community and Continuing Care possess and demonstrates the following LEADS Framework competencies that drive organizational success:

Lead Self:

Time Management: Manager own work activities and delegates tasks to achieve maximum efficiency.

Mastery of Change: Accepting of new initiatives and leads the implementation process amongst team members.

Engage Others:

Leadership: Facilitates, guides and mentors individuals and groups towards a vision, while maintaining group cohesiveness, motivation, commitment and effectiveness.

Communications: Communicates effectively both verbally and in writing such that messages are understood; understands the essence and subtleties of the communication and intended audience.

Achieve Results:

Resource Management: Manages human, capital, financial and information resources so that organizational objectives are achieved.

Results Management: Plans and establishes courses of action for self and others that are results oriented.

Quality Improvement: Continuously identifies and implements improvements in work systems to ensure that the highest possible level of quality service is achieved.

Develop Coalitions:

Public/ Community Focus: Responsive to the needs of health care, public, and community stakeholders and customers. Seeks partnership opportunities and actively promotes positive relations.

Team Focus: Strives to understand perspectives of team members, synthesizes with own opinion, presents convincing point of view, and resolves conflicts.

Systems Transformation:

Conceptual Skills: Identifies and analyzes situations and problems such that viable solutions are found. Approaches tasks and problems such that total systems and strategies are taken into account.

Systems Thinking: Aware of the interdependence of organizational systems and stakeholders and considers the whole in the formulation of solutions.

WORK CONDITIONS

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
 - Assumes Regional Senior Leadership on call duties which may require acting CEO status.
 - Will be required to travel throughout the region as duties may require.
 - Evening and weekend work as required.
 - 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.

Created: September 2020
Date

Revised: October 2024
Date

Approved by: _____
Regional Manager/ Supervisor Date

Approved by: _____
Executive Lead/ CEO Jan 22, 2025
Date

Reviewed by: _____
Executive Lead, Human Resources Jan 22, 2025
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 job 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.

Employee Signature