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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	DIRECTOR, HEALTH SERVICES - PUBLIC HEALTH & WELLNESS
<b>DEPARTMENT:</b>	PUBLIC HEALTH & WELLNESS
<b>CLASSIFICATION:</b>	DIRECTOR
<b>UNION:</b>	NON UNION

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	REGIONAL LEAD, HEALTH SERVICES — ACUTE CARE, PUBLIC HEALTH & CNO
<b>POSITIONS SUPERVISED:</b>	VARIOUS CLINICAL TEAM MANAGERS PUBLIC HEALTH, WELLNESS AND ADMINISTRATIVE SUPPORT STAFF

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## POSITION SUMMARY

The Director Health Services - Public Health & Wellness, is as a member of the Regional Leadership Team and is responsible for providing leadership and direction for Public Health Services, URIS, FASD Services and Wellness Program. The Director Health Services - Public Health & Wellness provides leadership for program planning and development, management and evaluation, professional standards and quality care with additional focus on human resource management, fiscal management and policy development.

The incumbent will exercise the appropriate high level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters.

The position of Director Health Services - Public Health & Wellness will fulfill its duties and responsibilities in a manner consistent with, and supports the Interlake-Eastern Regional Health Authority's mission, vision and values and shall represent the IERHA in all professional activities, communications and relationships with all levels of the organization, government, unions, regional stakeholders, and the public and as such, is held to the highest standards of ethical conduct and professionalism.

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## ESSENTIAL FUNCTIONS AND DUTIES

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

- Ensures that the quality of client services management is consistent with the mission, vision, values and strategic plan of the Region;
- Establishes, monitors and evaluates annual objectives/action plans for programs, consistent with the region's mission and strategic plan and is responsible for the development of the Public Health, FASD, and Wellness annual action plans;
- Provides leadership and support to the Public Health & Wellness Leadership Team;
- Supports Clinical Team Managers in the consistent application of current collective agreements and compliance with Workplace, Safety & Health policies and protocols;
- Actively collaborates with other Programs and Service Leadership to facilitate programs and service initiatives establishing standards of care, clinical practice guidelines, service, education and research;
- Supports a client focused environment among team members;
- Participates provincially at leadership tables whose primary focus is Public Health and Wellness;
- Maintains an effective collaborative relationship with Medical Officer of Health (MOH's);
- Ensures regional compliance with related legislation, regulations, provincial policies, guidelines and standards and facilitates regional policy development and review to support compliance;
- In collaboration with Human Resources establishes standards for employee performance and monitors performance, including conducting performance reviews;
- Supports an environment that fosters teamwork and positive employee relations by adhering to fair and equitable labor relations policies and practices;
- Participates in the Accreditation Canada processes as required, ensuring that accreditation standards are met or exceeded;
- Actively utilizes key and current resources such as LEAN principles and initiatives;
- Ensures accurate and timely documentation and reports to Regional Lead, Health Services – Acute Care, Public Health & CNO.
- Maintains ongoing communication with the multidisciplinary Regional Leadership Team and community stakeholders;
- Responsible for achieving fiscal targets in approved budgets for the programs and participates in budget planning and monitoring processes. Takes corrective action and exercises sound judgment in management of budgets;
- Responsible for the prioritization and allocation of resources to support the programs including human and fiscal resources;
- Supports research which has the potential to enhance client care and outcomes by encouraging the use of research, promoting and identifying potential research areas;
- Maintains awareness of safety, security and emergency policies and procedures and ensures staff adherence to same;
- In conjunction with the staff, as appropriate, investigate client complaints/concerns and is responsible for follow up;
- Ensure all program and services provide culturally appropriate care and staff are educated for sensitive culture awareness.

- 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 Nursing from a recognized post-secondary institution with a suitable combination of related education and experience.
- Advanced education in health care management.
- Currently registered with, and a member in good standing with the applicable registering body.

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

- Demonstrated effective leadership and motivational skills;
- Demonstrated leadership to move new and emerging projects from conceptual stages through to implementation;
- Demonstrated leadership to develop and implement new projects using Project Management methodology;
- Demonstrated ability to analyze complex situations and environments and produce innovative solutions;
- Knowledge of management processes, regulations, legislation and standards pertaining to health care services in Manitoba;
- Knowledge of program development and evaluation;
- Familiarity with health labor relations and collective agreements;
- Knowledge and experience developing and monitoring policy and procedures.

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

- Five (5) years leadership experience in community health care;
- Minimum of two (2) years of progressive management experience in unionized and multidisciplinary team environment;
- Demonstrated experience in employee and labour relations;
- Proven ability to effect positive change process.

##### **SKILLS/COMPETENCIES:**

- Excellent oral and written communication skills and demonstrated ability to establish effective working relationships;
- Demonstrated ability to respect confidentiality including paper, electronic formats and mediums;
- Demonstrated ability to meet the physical and mental demands of the job;
- Ability to foster and maintain positive working relationships;
- Independence in decision making; ability to problem-solve and remove barriers in complex situations; ability to find innovative solutions;
- Demonstrates effective leadership in implementing change management methodology;

- Valid drivers' license;
  - Given the cultural diversity of the 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: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
April 2021  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Lead/ CEO \_\_\_\_\_  
Date

Reviewed by: \_\_\_\_\_  
Lead, 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 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.*