



DO NOT USE - NON-CONTRACT ROLE DESCRIPTION

JD2070

ROLE TITLE:	Manager, Acute Treatment - South Island	ROLE DESCRIPTION NO.:	00071
DEPARTMENT:	Mental Health and Substance Use	HEABC REFERENCE NO.:	1872272
REPORTING TO:	Director, MHSU	HSCIS CODE:	04230
CLASSIFICATION:	NCEM/Range 9	JOB CODE:	04230BB

ROLE SUMMARY

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health) patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

The Manager, Acute Treatment is responsible for setting the direction of patient/client care activities, operational planning, human resource management, financial management, education and research for the assigned programs. The position is responsible for development and implementation of care programs, policies and procedures in a manner aligned with the organization's culture, values and strategic direction and ensuring coordination of services with all relevant aspects of Mental Health and Substance Use services and other Island Health programs.

DUTIES AND RESPONSIBILITIES:

1. Facilitates the development of services by:

- collaborating with colleagues and other partners in formulating a care philosophy, goals, objectives, policies, procedures, systems and standards; ensuring communication, interpretation and implementation by staff
- directing the operation of services in the South Island
- recommending changes in overall structure, policy and operations
- incorporating trends in Mental Health and Substance Use practice into recommendations for change and improvement
- promoting an interdisciplinary approach to client services, education and research

2. Coordinates the activities of staff by:

- providing clear definitions of responsibilities and levels of authority
- interpreting and applying the various collective agreements for unionized staff; represents the Employer in labour relations matters and determines the dispositions of grievances
- ensuring orientation and support is available to new staff
- establishing performance standards, evaluating performance of direct reports to improve individual and organizational performance; takes corrective action up to and including termination
- encouraging participation in quality improvement activities in the delivery of quality client service
- implementing personnel policies in accordance with the organizational policies and collective agreements
- ensuring that the assessment and planning of staff development needs occurs

3. Advancing Mental Health and Substance Use perspective by:

- supporting staff participation on committees
- cooperating with other services
- acting as a resource person making recommendations on new and/or revised programs to Area Director that are outside own areas of responsibility

4. Manages budget by:

- participating in both the short and long range capital and operating budget process
- ensuring resource needs of assigned area are met
- monitoring approved budget, analyzing variances and taking corrective action as required

5. Ensures Mental Health and Substance Use strategic planning is undertaken and that indicators are monitored and provides reports as required.

6. Develops partnerships with other programs and agencies within the health system to optimize the continuity of care.

7. Supports and facilitates professional practice in collaboration with advance practice professionals and educators to support professional development. Ensures educational and research resources are targeted to meet the needs of MHSU staff; that practice is evidence-based.

8. Promotes an awareness of current trends and issues in health care.

9. Ensures the achievement of optimal compliance with accreditation.

10. Establishes structures that encourage staff to make decisions, promote creative and innovative solutions to problems, enable self-managed and project teams and simplify processes and systems.

11. Develops and completes a personal continuing education agenda related to the mission, values and leadership of the organization and incorporates the outcome of the personal appraisal process.

12. Assumes other areas of responsibility as assigned.

QUALIFICATIONS:

Education, Training And Experience

Baccalaureate degree in relevant discipline. Master's degree preferred. Seven to ten years of relevant management experience, preferably in the Mental Health and Substance Use field. Experience in program redesign. Knowledge of Mental Health delivery systems.

Skills And Abilities

- Demonstrated leadership ability and highly developed interpersonal and communication skills.
- Demonstrated commitment to client focused services and teamwork and an integrated/coordinated system of services.
- Ability to integrate administrative, professional and operational aspects of the department throughout Island Health in an effective and efficient manner.
- Ability to develop and nurture an environment where quality improvement principles are embraced and used on a continuous basis.
- Demonstrated ability to lead in the context of evolving needs.
- Strong management skills, particularly in staff and budget areas.
- Ability to work effectively with staff and physicians.
- Excellent communication, interpersonal skills, problem solving and conflict resolution skills.

- Demonstrated ability to lead others and negotiate creative solutions.
- Ability to utilize both analytical skills and conceptual thinking to identify and resolve issues.
- Commitment to collaborative practice and life long learning.