



NON-CONTRACT ROLE DESCRIPTION

JD5772

ROLE TITLE:	Manager, Public Health - Central Island	ROLE DESCRIPTION NO.:	5772
DEPARTMENT:	Public Health/Child, Youth and Family Health	HEABC REFERENCE NO.:	TBD
REPORTING TO:	Director, Public Health	HSCIS CODE:	04231
CLASSIFICATION:	NCEM/Range E MCO	JOB CODE:	91769

ROLE SUMMARY

NOTE: This job applies to a manager responsible to provide clinical and operational leadership to a front-line clinical patient care department or health program that is delivered through multi-disciplinary health care teams in a hospital and/or community-based direct patient/client care setting. The departments are large with the Manager Clinical Services/Program Operations **directly supervising at a minimum Nurses at the Level 4 or 5 classification/wage rate.**

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.

Reporting to the Director, Public Health and working collaboratively with the management team, the Manager, Public Health provides practice expertise and leadership in the delivery of Health Enhancement and Primary Prevention Services, with a focus on coordination and integration along the continuum of care, and throughout Island Health's geographic regions. Works in close partnership with program colleagues to ensure a consistent and equitable approach to service delivery. This includes providing strategic direction to client care delivery, operational planning, human resource development, financial management, quality management, education and research. Manages service delivery both through direct Island Health programs and through contracts with community agency partners. Ensures cohesion of approach with the MOH's expectations and Island Health Strategic Plan.

DUTIES AND RESPONSIBILITIES:

1. Manages the provision of Primary Prevention services to all ages including:
 - Development of new and innovative programs to meet the needs of target populations and to address new initiatives to promote public health.
 - Management of a multidiscipline team to deliver a wide range of health promotion and disease prevention services.
 - Participation in the development of an authority wide system to track and monitor outcomes of public health interventions.
2. Ensures that a comprehensive, integrated Quality Management program is in place.
3. Participates at community table with other Island Health programs and community stakeholders to develop partnerships within the community to facilitate patient/client care and to positively influence the health of the community. Insure Public Health services align with government expectations and community needs analysis.
 - Provides leadership in continually improving service in keeping with stakeholder expectations.
 - Participates on various Island Health committees and task groups and provides leadership for projects in partnership with others within the health authority and the community.

4. Identifies and participates in the development of policies and procedures that support program goals within a practice governance model.
5. Provides leadership in effectively positioning the programs both within the organization as well as the larger health care community in order to enhance an effective and coordinated continuum of care.
6. Ensures resources and coordinating mechanisms are in place to support an interdisciplinary approach to care and establishes and maintains an environment that supports professional practice.
7. Collaborates with staff, advanced practice professionals, and educators to ensure that educational resources are targeted to meet staff's learning needs. Ensures that learning supports the goals and objectives of Island Health and that practice is evidence-based.
8. Hires staff, trains, supervises, conducts performance appraisals, disciplines and terminates staff in the program as appropriate. With advice from Human Resources, interprets and applies various collective agreements for unionized staff, or terms and conditions for non-contract staff. In conjunction with Human Resources, represents the Employer in human resources related matters and determines the disposition of grievances. Ensures an Attendance Management program is in place.
9. Manages human, fiscal, and material resources for Child, Youth and Family, Central Island and carries out operational planning/financial management for the program. Develops and monitors budgets.
10. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

A level of education, training and experience equivalent to a Bachelor's degree in a health-related discipline and seven (7) years' relevant experience in public health service delivery and management. A Masters degree in a health related discipline is highly desirable.

Skills And Abilities

- Demonstrated leadership ability and highly developed interpersonal and communication skills.
- Demonstrated commitment to client focused services and teamwork.
- Ability to integrate administrative, professional and operational aspects of the program 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 knowledge and ability in the field of Child Youth and Family Public Health.
- Experience in policy development at the Health Authority level.
- Ability to lead, direct, and develop staff.
- Excellent oral and written communication skills.
- Ability to establish and maintain effective working relationships.
- Ability to work independently and with initiative.
- Demonstrated analytical and critical thinking skills.
- Computer proficiency that includes the use of electronic staff schedules and an office suite of products.
- Use of a personal vehicle to facilitate travel within a multi-site organization.