

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	Health Manager Health Services Health Services Director of Health	
Issued By: Date Issued:	 May 2021	Date Revised: Classification:	 Management

PURPOSE AND SUMMARY

Under the direction of the Director of Health (or designate) the Health Manager is responsible for assisting in the operation of health services as well as responsibilities for knowledge and information management, support and advocacy for the ongoing development of health policies, identification of trends and best practices. The Health Manager will assist in ensuring that services are provided using evidence-based practice integrated with a culturally appropriate approach and that services are delivered following the vision, mission, and core values of Dilico.

1. **Service Responsibilities**

Under the direction of the Director(s) (or designate) the Health Manager is responsible for the:

- a. Assisting in the establishment/implementation of goals, objectives, policies, procedures, and systems;
- b. Assisting in the development and implementation of long-range plans;
- c. Monitoring and evaluating operational objectives;
- d. Ensuring compliance and consistent approaches to develop and support quality assurance strategies;
- e. Planning and coordinating daily work assignments and operations;
- f. Evaluating performance, including disciplinary action, and responding to first-level grievances;
- g. Resolving problems, both administrative and operational;
- h. Assisting in the development/implementation of cost-effective policies and procedures;
- i. Serving as a liaison between external agencies; as well as building strong partnerships and strategic alliances;
- j. Identifying, planning, and developing new programs and initiatives;
- k. Being knowledgeable about policy analysis, legislative change, health care developments, and the social determinants of health;
- l. Work as a team member in a multi-disciplinary team;
- m. be responsible for ongoing professional and/or self-devolvement and/or training as required

- n. Working with community partners to design and implement Co-op educational programs;
- o. Working with staff to ensure quality patient care and services are provided;
- p. Gathering and reporting data for fiscal, statistical, and analysis purposes including roster validation;
- q. Maintaining the strictest confidentiality;
- r. Coordinating and scheduling of staff and service professionals;
- s. Receiving and responding to patient complaints;
- t. Maintaining inventory of all medical supplies;
- u. Travel is an expectation for this position;
- v. Other duties as assigned by the Director of Health

2. **Organizational Responsibilities**

As a representative of Dilico, the Health Manager is responsible for:

- a. reflecting and interpreting the Agency's Vision, Mission, and Core Values in his/her own work with enthusiasm and commitment;
- b. promoting commitment in others for Agency Vision, Mission, and Core Values;
- c. understanding and acting in accordance with the legislation, Policies, Standards, and Procedures of his/her own service, program, and Agency;
- d. understanding policy and procedures on employee rights, employment equity, access to information, privacy, safety, and health – with respect to these policies, knowing the rights and obligations of employees- collective agreement;
- e. understanding the Legislative and conceptual basis, policies, and systems for financial, human resources, and administrative management;
- f. knowing the relationship of the services of his/her own program to other Agency programs and to the Agency Mission and strategic direction;
- g. providing supervision, written probationary evaluations, written performance checklists, and annual evaluations of staff under their direct supervision;
- h. participating in the recruitment, hiring, and termination process for, employees and health care professionals, as directed by the Director of Health;
- i. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families, and communities;
- j. applying Anishinabek culture, values, traditions, and teachings into policy and programming where possible;
- k. ensuring accuracy, confidentiality, and safekeeping of agency records;
- l. participating constructively in the supervision process with the immediate Director.

QUALIFICATIONS

1. **Education**

A minimum undergraduate degree in a related Health/Social Sciences/Business Administration field.

2. **Work Experience**

- a. Three or more years experience in the field of Health and/or Mental Health Services;
- b. Direct service experience with Anishinabek children and families.

3. **Skills/Abilities**

- a. Excellent analytical and forecasting skills
- b. Demonstrated capabilities with respect to data management, statistical reports and trend analysis, and professional report preparation
- c. Strong planning, coordination, and time management skills
- d. Excellent writing skills to document, report and communicate findings
- e. Sound knowledge of the organization's mandate, service philosophy, policies and procedures, planning and budgeting processes
- f. Ability to use an authority in a respectful manner
- g. Ability to work within a multi-disciplinary team with limited supervision
- h. Ability and willingness to travel extensively
- i. Health Designation considered an asset
- j. Sound knowledge of the Anishinabek culture and issues affecting Anishinabek children, families, and communities in and around the district of Thunder Bay;
- k. Ability to understand and/or speak an Anishinabek language would be considered an asset

CONDITIONS OF EMPLOYMENT

- a. Satisfactory CAS Penlieu Search;
- b. Satisfactory Criminal Records Search;
- c. Must have a valid Class "G" Driver's License and access to a personal vehicle.
- d. \$1,000,000 liability vehicle insurance
- e. Standard First Aid/CPR Certificate
- f. Must be willing and able to work flexible hours
- g. Provide on-call service on a rotational basis, provide coverage when necessary
- h. Travel is an expectation of this position.
- i. Provide proof of COVID-19 vaccinations

Health Manager 2021

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.