

Simcoe Muskoka District Health Unit  
**POSITION DESCRIPTION**

<b>POSITION TITLE:</b> YOUTH DEVELOPMENT SPECIALIST, CENTRAL EAST REGION, SMOKE-FREE ONTARIO	<b>POSITION NUMBER:</b>
<b>SERVICE AREA:</b> Healthy Living	<b>PROGRAM AREA:</b> Regional Tobacco – Coordinating Public Health Unit
<b>REPORTS TO:</b> Smoke-Free Ontario Area Planner, Central East Region,	<b>REVIEW DATE:</b> May 10, 2006
<p><b>PURPOSE OF POSITION:</b> To facilitate strategic planning of youth-led initiatives in support of Smoke-Free Ontario (SFO) through facilitating collaborative efforts of public health agencies, Youth Action Alliances and high schools within Central East Region. Responsibilities include coordinating development, implementation, and evaluation of youth focussed tobacco control strategies, programs, and policies, that address the requirements of the Ontario Ministry of Health Promotion (MHP) and regional priorities; providing technical expertise in youth engagement, empowerment and leadership development through social action; participating in provincial committees as the representative of the Central East Region; facilitating local area committees; and serving as a key communication liaison between the health units and the MHP. Geographically Central East Region includes Haliburton Kawartha Pine Ridge, Peterborough and District, Durham, York and Peel Regions, and Simcoe County/the District of Muskoka.</p>	
<p><b>POSITION SKILLS &amp; COMPETENCIES REQUIRED:</b></p> <p><b>Education:</b> Masters Degree in Health, Health Sciences or related area. If held by a member of a regulated health profession, would be expected to maintain registration.</p> <p><b>Related Experience:</b> 5-7 year's relevant experience in public health, tobacco control and/or other related experience in health promotion, health communication, community mobilization, policy analysis &amp; development.</p> <p><b>Specific knowledge, skills, abilities:</b></p> <ul style="list-style-type: none"> <li>• Advanced knowledge and experience in the application of youth empowerment theory including positive youth development approaches. Experience applying health promotion principles</li> <li>• Advanced knowledge of principles and practices of youth related tobacco control best practices</li> <li>• Advanced program and project management skills e.g. conducting regional youth needs assessment</li> <li>• Advanced leadership skills, including facilitation and team-building skills; ability to model, support &amp; serve as a mentor for skills development</li> <li>• Advanced oral and written communication skills</li> <li>• Advanced interpersonal communication skills including negotiation, collaboration &amp; facilitation skills</li> <li>• Advanced critical thinking, analysis and creative problem-solving skills;</li> <li>• Advanced time management and organization skills, including priority setting</li> <li>• Intermediate knowledge of analytical research methodologies</li> <li>• Intermediate skills in Microsoft Word, Outlook, PowerPoint,</li> <li>• Basic skills in Microsoft Excel</li> <li>• Commitment to social change, youth issues and cultural competency.</li> <li>• Diplomacy and political astuteness</li> <li>• Able to work independently within established parameters and to function effectively as a member of a team with colleagues and community partners</li> <li>• Valid driver's license and reliable vehicle or the ability to travel in a timely and efficient manner to locations within and outside the health unit district</li> </ul>	

**KEY AREAS OF RESPONSIBILITY (ACCOUNTABILITY):**

**Facilitate the effective functioning of SFO Strategy regional youth focussed initiatives** **Ave. % of time: 30%**

- Establishes and chairs Central East Committees, related to youth programming
- Provides technical expertise in positive youth development and youth empowerment approaches
- Ensures the effective functioning of provincial and local area youth networks and projects
- Leads, coordinates and participates in regional networks, coalitions and working groups on behalf of the local area at the regional and provincial level to establish opportunities for collaborative programming, and for sharing of information regarding tobacco control issues and programs

**Act as a principal liaison between the MOHLTC and public health agencies within Central East region** **Ave. % of time: 15%**

- Establishes effective processes for the gathering, compiling, assessing and sharing information
- Communicates youth related policy and program initiatives to public health agencies and represents the interests and needs of Central East public health agencies and youth networks and other identified stakeholders to the MHP

**Work collaboratively with Central East public health agencies** **Ave. % of time: 25%**

- Establishes strategies to link with individual health units and other community partners on a routine and timely fashion
- Provides leadership regarding youth focused tobacco control programming across the local area and with other community partners
- Assesses training needs of Youth Action Alliance members, volunteers, and other youth engaged in tobacco control activities within the region

**Provide technical expertise re youth engagement to health unit staff** **Ave. % of time: 25%**

- Maintains expert knowledge re youth empowerment and asset development approaches to youth programming
- Provides consultation on agency policy development and implementation of active youth participation in programming across Central East region

**Develop work plan for Central East youth focused activities** **Ave. % of time: 5%**

- Assesses needs of member health units and establishes priorities for common action
- Prepares documentation of the work plan to submit to the MHP

**Contribute to team and agency effectiveness** **Ongoing**

- Provides leadership in service and program areas in carrying out their program mandates
- Works collaboratively as a member of the team; actively works to foster positive team functioning
- Demonstrates commitment to, and functions in a way that is consistent with, the agency mission, vision, values and strategic directions
- Promotes the goals of Public Health and the position of the agency on issues within the community and health care system as a whole
- Respects and ensures confidentiality in all work performed on behalf of the agency
- Demonstrates a strong customer service focus in dealing both internally and externally
- Participates on agency-related committees and provides leadership as required
- Understands the need to become redeployed and/or reassigned as part of the public health response to an emergency or natural disaster

*Management has the right to change position requirements from time to time as Agency conditions dictate.*

**CONTACTS & COMMUNICATION:**

**Internal:** SFO Central East Area Planner, Director Healthy Living

**External:** Health units in Central East i.e. Tobacco managers/supervisors, Youth Advisors; Ontario Lung Association (Central East Youth Advocacy Training Institute Program Coordinator), School Boards, Centre for Disease Control in Atlanta (consultants, evaluators, teachers, teens), Ministry of Health Promotion ( staff, Chief MOH)

**RESPONSIBILITY FOR RESOURCES:**

**Staff:** Provides advice & guidance to managers and public health staff including Youth Advisors and Peer Leaders within Central East health units. Recommends to Regional Area Planner and Director of Healthy Living contract hires and provides functional oversight.

**Financial:** Monitors budget. Monitors expenditures for assigned SFO strategy budgets. Ensures financial reports are prepared for the SFO as required by the MHP. Takes lead role in the development of a proposal in response to Request for Proposals and/or grant opportunities. Recommends purchase of promotional items.

**Information:** Assesses needs of health unit staff and youth for training purposes, conveys issues to MOHLTC officials on behalf of Central East health unit staff, seeks appropriate reference materials, records meetings with health unit and Ministry staff according to professional standards, develops position papers.

**Materials & Equipment:** Acquires and maintains library of reference materials, products, promotional items for use across the region, including storage and inventory of stock. Use of desktop and laptop computer and data projection monitor.

**EFFORT REQUIRED:**

**Mental:**

- Considerable attention to detail/audio concentration for full day regional, local & provincial meetings, telephone teleconferences
- Considerable attention to detail/visual concentration when using computer, reading large volumes of information on a regular basis.
- Deadlines related to MHP reports, reporting agreements attached to grants & contracts, meeting agendas & minutes.
- High volume of work.
- Moderate interruptions.
- Considerable analysis required for needs assessments re training, best practices, interpreting statistical information, making recommendations to provincial planning bodies.

**Physical:**

- Limited confined sitting for long periods of time working on computer, on telephone, teleconferences, driving
- Limited manual dexterity for keyboarding

**WORKING CONDITIONS SPECIFIC TO POSITION:**

- Standard office environment for most of the work i.e. health unit office, other health unit offices within Central East.
- Limited work in isolation from other staff/supervisor (work independently in other health unit offices in Central East)
- Moderate evening/weekend work, changing schedule, overnight visits to health units or for educational sessions/meetings
- Moderate travel is required, including long distance travel within Central East

I have read the Position Description and understand the duties and responsibilities as assigned.

**EMPLOYEE’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MANAGER’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

*Position Approvals:*

**DIRECTOR’S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Director Healthy Living Service

**MOH/CEO SIGNATURE:**     **Original document signed by Dr. C. Gardner, MOH**  
**DATE:** \_\_\_\_\_

<p><b>POSITION HISTORY:</b> Nov. 2//06 – Minor modifications were made to Position Description as a result of the Job Evaluation Committee review of all agency non-union positions, including reconsideration requests.</p>
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