simcoe muskoka DISTRICT HEALTH UNIT
Your Health Connection

Simcoe Muskoka District Health Unit

POSITION DESCRIPTION

POSITION TITLE: PROGRAM SUPERVISOR	**POSITION NUMBER:**
SERVICE AREA: As assigned	**PROGRAM AREA:** As assigned
REPORTS TO: Program Manager	**REVIEW DATE:** May 10, 2006

PURPOSE OF POSITION: The Supervisor supports and collaborates with the Manager to provide leadership in planning, implementation and evaluation of the assigned program area. The Supervisor is assigned specific program, administrative and personnel responsibilities under the direction of the Program Manager, and provides leadership and supervision to members of a program unit. This includes providing day-to-day administrative support for the program and ensuring ongoing development of knowledge, skills, attitudes and innovations which support excellence in the delivery of public health programs. May be involved in direct service delivery.

POSITION SKILLS & COMPETENCIES REQUIRED:

Education: Baccalaureate Degree (Four Year Program) with preparation in public health, or equivalent as determined by Service Area Director, and professional designation relevant to program area. Masters degree in a related field an asset.

Related experience: 3-5 year's relevant experience in a public health discipline, as determined by Service Area Director.

Specific knowledge, skills, abilities:

- Intermediate knowledge and understanding of relevant legislation, protocols and standards
- Intermediate knowledge and experience in the application of health promotion principles, including skills and experience in program planning, implementation, and evaluation
- Intermediate knowledge of program specific content
- Intermediate critical thinking and creative problem solving
- Intermediate leadership skills, including team development and performance management
- Intermediate ability to model, support and serve as a mentor for skills development with assigned staff
- Intermediate time-management and organizational skills, and ability to meet deadlines
- Intermediate interpersonal communication skills including negotiation, collaboration, facilitation, conflict management skills
- Intermediate oral communications skills and demonstrated experience in presenting information to individuals and groups
- Interpersonal written communications skills and demonstrated experience creating project proposals, technical documents and correspondence
- Intermediate skill in diplomacy and political astuteness
- Intermediate skills in Microsoft Word, Excel, PowerPoint and Outlook
- Basic resources and project management skills and experience
- Basic understanding of the application of technology to program delivery
- Basic ability to analyze and interpret health status data, research and trends
- Ability to work collaboratively with health unit staff, program managers and community partners
- 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

KEY AREAS OF RESPONSIBILITY (ACCOUNTAB ILITY):

Participate in determining resources needs, including human, financial and information technology resources; and supervise staff of a program in support of the Service & Program Area mandate

- Participates in determining resource needs, and facilitates access to required financial, human and information technology resources for program delivery of expected results
- Participates in the hiring process of staff
- Provides input into program budgets and monitors program related expenditures

KEY AREAS OF RESPONSIBILITY (ACCOUNTAB ILITY) Continued:

- Identifies need for drafts and participates in the development of Service Area and program related policies, procedures and protocols
- Identifies data requirements and participates in the development of information systems
- Develops, coordinates and/or provides program-specific orientation for staff
- Provides regular feedback on performance to staff and identifies areas for improvement
- Contributes to, and conducts, performance appraisals for assigned staff
- Assesses workload, develops schedules, and assigns work to staff consistent with program priorities
- Maintains knowledge of and ensures compliance with the collective agreement, Agency and service area policies

Lead program planning, implementation and evaluation based on community health status data, staff input, interdisciplinary & community/stakeholder consultation as well as current research for assigned program responsibilities

- Develops, implements and evaluates the annual operational plan for assigned program responsibilities, including resource allocation for program implementation
- Develops and implements program specific policies, procedures, standards and/or guidelines which reflect legislative or regulatory requirements, professional standards and expectations
- Maintains awareness of current trends and research related to program area
- Analyzes and interprets health status data to support program planning, implementation and evaluation
- Develops and monitors program indicators and reports to government ministries, and Board of Health, as required
- Liaises with other programs, health care facilities, municipalities, community agencies and service providers to ensure integration and coordination of delivery of public health programs
- Maintains an awareness of and contributes to system level program directions
- May provide direct service

Facilitate and ensure ongoing staff development

- Provides content and practice consultation to members of the team, ensuring best practices
- Consults with senior leadership designate to ensure that staff demonstrate competent practice as required by professional standards
- Meets with assigned staff for communication, consultation and reporting purposes
- Identifies issues and actively works toward resolution
- Assesses staff development needs and coordinates learning opportunities to support staff in achieving individual, professional, program and Agency standards
- Demonstrates personal growth by making changes in practice based on self-appraisal, ongoing feedback and guidance, professional development, performance appraisal and application of research
- Support staff to develop core competencies

Contribute to Agency management, promotion & development

- Contributes to and provides leadership in the development and achievement of Agency mission and goals
- Acts as educator, mentor and consultant to professional staff on issues related to public health practice
- May coordinate and facilitate student educational experiences
- Collaborates with community agencies and municipalities to share public health expertise, build and foster partnerships and communicate Agency priorities and services
- Supports, initiates and participates in research initiatives
- Advocates for the development of public health practice through participation in professional associations and activities
- Identifies and contributes to the development of Agency policies

KEY AREAS OF RESPONSIBILITY (ACCOUNTAB ILITY) Continued …

- Complies with and ensures team member compliance with Agency policies and utilizes health unit resources in an accountable manner
- Identifies issues and actively contributes to resolution
- Participates on Agency committees as assigned
- Represents the Simcoe Muskoka District Health Unit at the local, regional and provincial level
- Assists Service and Program Areas in carrying out their program mandates
- Promotes the goals of Public Health and the position of the Agency on issues within the community and health care system as a whole
- Provides back-up for Program Manager, as required

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

N.B. For Clinical Service, Communicable Disease Surveillance Unit - IT IS A REQUIREMENT OF THIS POSITION THAT THE EMPLOYEE BE AVAILABLE FOR POSSIBLE REDEPLOYMENT TO ANY AREA IN ONTARIO IN THE EVENT OF A SIGNIFICANT COMMUNICABLE DISEASE OUTBREAK

CONTACTS & COMMUNICATION:

Internal: Board of Health , Executive Committee, MOH/AMOH, Directors, Program Managers/Supervisors program staff assigned to the supervisor and administrative staff
External: Health Care providers, Municipal & upper tier governments in Simcoe and Muskoka, Provincial Ministries, Community & government agencies, interest group organizations, community stakeholders, media, members of the public; may have communications with legal counsel; court staff; contractors

RESPONSIBILITY FOR RESOURCES:

Staff: Variable number of direct, and possibly indirect, professional and interdisciplinary staff, dependant on program area.
Financial*:* Assists manager in identifying budgetary requirements and staffing needs for program budget(s); administers/monitors components of program budget(s). Recommends and monitors program-related expenditures. Provides guidance on & coordination of program-related budgets for external partners/coalitions. May oversee cash flow and inventory tracking within program. May assist with development of Requests for Funding Proposals.
Information: Collects, monitors, analyzes, interprets and communicates data relating to program area and unit; provides input and direction in design of data collection, including processes, and analysis systems. Oversees the storage and handling of records. Interprets agency/service area/program policy and legislative requirements.

RESPONSIBILITY FOR RESOURCES:
Materials & Equipment: Recommends purchase of materials, ensuring timely purchase and appropriate inventory. May be responsible for purchase, storage & dissemination of product in accordance with relevant legislation and regulations. Alternate signing authority on behalf of manager for conferences, requisitions and is responsible for signing mileage and timesheets for assigned staff. Direct staff in purchase, use and maintenance of equipment; may monitor equipment and identify need for new purchase or replacement of equipment; ensure proper functioning, maintenance of equipment.
EFFORT REQUIRED:
Mental: • Considerable attention to detail/audio concentration for significant number of meetings, telephone • Considerable attention to detail/visual concentration for computer/keyboarding, reading/critiquing materials and data analysis
EFFORT REQUIRED Continued:
• Deadlines related to program requirements, timely responses • High volume of work • Considerable and multiple interruptions • Considerable analysis related to ongoing evaluation of program, troubleshooting, case review/ consultation, monitoring & assessment of data, risk assessment. • Priorities shift often due to juggling workload demands, need for planning & change requests from governing ministries • Moderate negotiation, conflict and crisis management related to team functioning, collaborations with other agencies. May be involved in complaint resolution. **Physical**: • Limited confined sitting for computer and telephone work, meetings • Moderate manual dexterity, for computer work & meetings.
WORKING CONDITIONS SPECIFIC TO POSITION:
• Standard office environment applies most of the time, including off-site meetings. May involve enforcement activities in the community with potential exposure to conflict during complaint resolution. • Limited exposure to adverse conditions e.g. verbal abuse from clients during complaint resolution • Limited exposure to health/safety hazards e.g. hazardous products, high-risk situation with clients, second-hand smoke. • Limited isolation from other staff/supervisor when working in the community. • Moderate travel required for alternate work locations, meetings and/or workshops • Limited overtime is required to work evenings or weekends

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

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Family Health Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Clinical Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Health Protection Service

DIRECTOR'S SIGNATURE: _____ **DATE:** _____

Director Corporate Service

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

DATE: _____

POSITION HISTORY: 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.

May 06