

Simcoe Muskoka District Health Unit

POSITION DESCRIPTION ADDENDUM

For the purpose of describing Program/Function Specific position highlights only
Refer to the Generic Position Description for the full position details and requirements

POSITION TITLE: Associate Medical Officer of Health (AMOH) with Senior Management Responsibilities for the Communication, Health Assessment, Surveillance, and Equity (CHASE) program	POSITION NUMBER:
DEPARTMENT: Office of the Medical Officer of Health	PROGRAM AREA: Medical Officer of Health Team
REPORTS TO: Medical Officer of Health	REVIEW DATE: December 16, 2024

PURPOSE OF POSITION:

The purpose of the AMOH with Senior Management Responsibilities for the CHASE program is to direct and evaluate the activities of the CHASE team via direction to the CHASE Program Manager. This includes:

- Working with the Program Manager to ensure development of annual operational plan for the CHASE team.
- Developing with the Program Manager or confirming policies and procedures and best practices; support excellence in the delivery of CHASE programs and services.
- Oversee the management of all elements of CHASE budget items.

EDUCATION AND EXPERIENCE POSITION SKILLS & COMPETENCIES REQUIRED:

Specific knowledge, skills and abilities

- Intermediate knowledge and skills in public health administration, human resource management, and financial management.
- Knowledge of professional standards of practice for all public health disciplines represented in the program.
- Advanced communication, facilitation, negotiation and public relations skills.
- Advanced leadership skills necessary to develop inter-departmental programming and plans.
- Intermediate leadership, team building and human relations skills in order to direct, develop, motivate and support multidisciplinary staff.
- Advanced ability to prepare and supervise the preparation of reports and letters on behalf of the Medical Officer of Health and the Board of Health, and to write and supervise the drafting of reports, policy and procedure manuals, proposals, support for projects, memos, letters and other documents, for release to staff, community groups and individuals.
- Advanced priority setting ability that considers a wide range of variables within a dynamic situation.
- Advanced ability to present issues, discuss, consider and recommend services and agency priorities in light of the political environment and resource constraints within Executive Committee and with the Board of Health.
- Possess a 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 area.

PROGRAM SPECIFIC RESPONSIBILITY (ACCOUNTABILITY)

Senior Management Responsibilities of the CHASE program reflective of the Ontario Public Health Standards, and with this the supervision of the Program Manager and staff providing this program, with the following responsibilities:

- Responsible for the individual program area of: Communication, Health Assessment, Surveillance, and Equity (CHASE). Directs and assures the efficiency and effectiveness of CHASE and its various initiatives and applicable staff through the direct management reports of the Program Manager of CHASE.
- Directs and assures the efficiency and effectiveness of CHASE through program evaluation and ongoing quality improvement and assessing staffing requirements.
- Ensures the supervision and performance management, including Performance Evaluation Reviews, of all staff within CHASE is complete according to policy and provides direction, guidance and mentorship to the Program Manager completing performance evaluations. Approves each performance review completed by the Program Manager.
- Directly supervises management staff, consultant staff and possibly executive support staff with full responsibility for hiring requirements, performance management, discipline and dismissal.
- Conducts regular meetings with the CHASE Program Manager to ensure efficient, effective program operations.
- Directs and ensures that the type and scope of CHASE programming needed locally and/or required by law are developed and implemented within the mandate, mission, structure, policies and guiding values of the Health Unit.
- Directs investigations of major CHASE health issues. Prepares necessary reports and makes policy recommendations to promote and protect health for presentation to the Executive Committee, Medical Officer of Health and the Board of Health.
- Ensures evidence-informed decision-making within CHASE and in the creation of program annual operational plan.
- Provides expert current advice on CHASE health issues in the community and advocates for resources accordingly.
- Provides leadership and direction in the community, promoting the well-being of residents, by strategically developing innovative programs for Public Health service delivery.
- Develops and administers a complex operational budget for multidisciplinary staff to support the program providing justification to the CEO/Medical Officer of Health and Board of Health.
- Authorizes policies and procedures for CHASE and directs the Program Manager on policy and program matters, ensuring consistency with Health Unit policies.
- Directs the development of advocacy and policy strategies to influence municipal, provincial and federal governments, with emphasis on issues within the CHASE mandate. Prepares advocacy letters for the MOH/AMOH and/or Board of Health.
- Represents the Health Unit on advisory or ministry planning committees. Provides technical expertise to committees and advises on programs and policies.
- Advises the Program Manager on project management issues, and counsels accordingly on complex and difficult situations. Ensures information systems are maintained as required for planning, budgeting, implementing and monitoring programs.
- Ensures observance of professional/discipline standards in compliance with colleges, the Regulated Health Professions Act and the Ontario Nurses Association (ONA) collective agreement where relevant.

Material/Financial Resources:

- Coordinates and ensures the CHASE budget is prepared allocating fiscal and human resources to program delivery; identifies projected requirements of staff, resources and space based on program needs.
- Provides direction on effective and efficient budget allocations for the agency and specifically for the respective program.
- Controls the allocated budget for the CHASE program and authorizes purchases and procurement of services in accordance with agency policy.

- Ensures that policies and procedures are in place to manage CHASE.

Supervision of Staff

- Directly supervises management staff, consultant staff and possibly executive support staff with full responsibility for hiring requirements, professional development and performance management, discipline and dismissal.
- Ensures competent supervision and performance management by management staff of all other staff in CHASE.
- Ensures orientation, staff development and continuing education activities are available and appropriate for program staff.

Contributes to Executive Committee and Agency Effectiveness

- Works collaboratively as a member of the health unit Executive Committee.
- Is accountable for the effective functioning of the CHASE team.
- Contributes to positive functioning of the Executive and CHASE Management.
- Meets with assigned staff for communication, consultation and reporting purposes.
- Identifies issues and actively works toward resolution.
- Oversees CHASE in carrying out its program mandates.
- Demonstrates commitment to agency mission statement, vision, values and strategic directions.
- Participates in the identification of strategic priorities for the agency.
- Ensures the creation, approval and fulfillment of program operational plans for CHASE
- Respects and ensures confidentiality in all work performed on behalf of the agency.
- Adheres strictly to agency privacy policy including reporting and investigation of privacy breaches in collaboration with Privacy Officer.
- Demonstrates a strong customer service focus in dealing with both internal and external customers of the health unit.
- Understands the need to become redeployed and/or reassigned as part of the public health response and to take on roles as assigned in agency emergency plans.

RESPONSIBILITY FOR RESOURCES: In addition to the general AMOH position description, the following applies:

Staff:

Direct supervision of CHASE Program Manager .

Financial:

Coordinates and ensures the CHASE program budget is prepared. Administers/monitors budget allocation for program including grant funding. Develops RFPs, oversees contract negotiations, provides input for contracts, and approves payments for program specific resources. Responsible for authorizing conference applications and program supply requisitions as per agency policy. Responsible for authorizing mileage expenses and timecards of the Program Manager, and supports the Program Manager in authorizing such for CHASE program staff.

Information:

Directly oversees the Program Manager who oversees CHASE program staff responsible for collecting, storing, providing, generating information. Through the Program Manager, ensures preparation of formal reports/presentations/procedures involving detailed information and recommendations for action. Interprets agency policy and legislative requirements; approves Privacy Impact Assessments (PIA) for information systems and databases related to the CHASE program. Approves data collection plans.

Materials:

Approves purchasing of program materials. Approves newly developed resources for content and quality. Through the Program Manager, oversees storage & inventory. Responsible for purchase, storage, and dissemination of product in accordance with relevant legislation and regulation.

Equipment:

Through the Program Manager, manages the use, custody and maintenance of assigned technology.

EFFORT REQUIRED

Mental

WORKING CONDITIONS SPECIFIC TO POSTION:

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

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

MANAGER'S SIGNATURE: _____ **DATE:** _____

Position Approvals:

MOH/CEO SIGNATURE: _____ **DATE:** _____