



Rideau Community
Health Services

Your Community Health Centre

INTERNAL/EXTERNAL POSTING

Rideau Community Health Services (RCHS) is a non-profit, fully accredited organization that offers primary health care and social services throughout Lanark, Leeds & Grenville. We offer competitive rates, health benefits, pension plan, paid time off.

RCHS invites applications for the following position:

Position: Manager, Community Health and Wellbeing

Hours: 1.0fte or 70hrs bi-weekly

Term: Indeterminate

Start Date: to be determined

**Rate: \$84,731 - \$99,683 annual salary
 \$46.555 - \$54.771 hourly rate**

Closing Date: July 17, 2024

Location: Merrickville (with some travel to other sites)

POSITION SUMMARY & SKILLS REQUIRED: see attached Job Description.

Proof of Covid Vaccination (2 doses) required.

Interested individuals should submit their expressions of interest to:

Human Resources
hr@rideauchs.ca

All applications are considered confidential.

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext. 228.



POSITION TITLE: Manager – Community Health and Wellbeing.

DEPARTMENT: Health Promotion

REPORTS TO: Director – Integrated Care

SUMMARY OF JOB:

Under the guidance of the Director of Integrated Care, the Manager of Community Health and Wellbeing plans, implements, and evaluates clinical and community programs in line with the organization's strategic directions. This role incorporates an anti-oppression health promotion focus, emphasizing Social Determinants of health and Adverse Childhood Experiences (ACEs). The Manager oversees the daily operations of the Health Promotion and Mental Health programs at RCHS, responding to the needs of clients and the community.

KEY RESPONSIBILITIES:

The Manager of Community Health and Wellbeing functions as a member of a multi-disciplinary team working with staff, program participants, external partners, and the broader community to implement effective strategies to address social determinants of health, including but not limited to access to affordable housing, employment, food security and other social services.

Quality and Clients

- Engaging in and informing strategic program planning with the Community Health and Wellbeing teams to prioritize areas of focus and ensure alignment with RCHS's mission, vision, and values.
- Leading and supporting the development and maintenance of an effective health promotion and mental health team to support complex, vulnerable clients and the regions we serve
- Evaluating current practices, assessing program outcomes, leading quality improvement initiatives, and coordinating service delivery to ensure clinical services meet client needs.
- Ensuring evidence based clinical practices and a focus on social determinants of health to better influence positive health outcomes.
- Utilizing data to illustrate outcomes and to support change, decision-making and quality initiatives.
- Communicating and integrating into service delivery RCHS's guiding fundamentals, i.e., health promotion, anti-oppression; harm reduction and the principles of community-based practice.

Operations

- Supporting the Director of Integrated Care in implementing strategic and organizational priorities and decisions.
- Planning, implementing, evaluating, and monitoring primary health care service delivery and deliverables.
- Prioritizing and monitoring team and individual accountabilities and developing plans to attain deliverables.
- Identifying program policy needs and overseeing the maintenance, development, and implementation of policies.
- Ongoing monitoring of programs and services to mitigate risk and minimize errors and negative consequences.
- Working collaboratively with internal/external stakeholders to enable integrated projects and partnerships.
- Supporting the intake process and wait list management.
- Participating in assigned internal/external committees, relevant working groups (i.e., Equity, Diversity, Inclusivity, and Justice Working Group) and networking initiatives as assigned.

Human Resources

- Team Based leadership as the model.
- Developing, maintaining, and implementing a variety of people initiatives to ensure high performance of staff and effective service to clients.
- Fostering high levels of employee engagement.
- Managing staff performance and developing staff skills and capabilities for optimal team performance.

Financial and Reporting

- Monitoring and managing all relevant budgets and resources to ensure financial accountability.
- Supporting the Director of Integrated Care in preparing, collating and ensuring the timely submission of relevant reports (i.e., funder accountability, monitoring and board reports, monitoring, QIP etc.).
- Other relevant duties as assigned.

SPECIFIC RESPONSIBILITIES

Community Engagement & Health Promotion

Work with marginalized community members and other organizations to identify health priorities and work in collaboration with the community to plan for and develop a health promotion strategy to achieve better community health.

Work with the interdisciplinary team, leveraging relevant data and other evidence to identify the community needs; strengthen programming to address service gaps, and develop service/referral pathways for clients to access social determinants of health.

Be familiar with and use diverse community engagement, capacity building and outreach strategies including health education, creating supportive environments, community development, and systems change initiatives to support people and communities to increase control over and improve their health.

Act as a resource for community groups by facilitating workshops, webinars, information sessions or groups; by providing consultation, referrals, and information, and by advocating on behalf of or for groups in the community.

Mobilize the existing human and material resources in the community to enhance the capacity of the community to affect social change by developing self-help and social support networks, building coalitions and fostering grassroots leadership.

Maintain familiarity with services and programs in the community and share this information with the interdisciplinary team as appropriate. Develop and maintain information resources for the organization and host/lead knowledge mobilization on selected community engagement and related topics as required.

Program Management

Manage the existing team of Social Workers and Community Health Workers to ensure equitable delivery of services that meet the needs of our community and clients. This is done by:

1. Participating in budget development and managing program activities.
2. Overseeing effective delivery of program activities
3. Using a shared leadership, team-based approach, provide guidance and direction to students, volunteers and project related staff to achieve identified project or program outcomes.
4. Evaluate programs to ensure that objectives are met and recommend changes to the day-to-day operations of the projects based on community input.

COMMON RESPONSIBILITIES:

- Works in a manner that preserves confidentiality and seeks to minimize risk.
- Incorporates and strengthens collaborative and interdisciplinary teamwork.
- Respects and values the diversity of communities and individuals.
- Maintains competence.
- Promotes awareness of and participates in LLG Ontario Health Team activities.
- Contributes to the work by participating in meetings and committees.
- Participates in the efforts to enhance its capacity through staff development.
- Supports and complies with the Occupational Health and Safety policies and procedures.
- Carry out other duties as may be assigned from time to time

POSITION QUALIFICATIONS

- University Degree in Health Sciences, Management, Mental Health or recognized equivalent work experience in said sectors.
- 5 years proven management or leadership experience, preferably in a clinical and/or community-based health care organization.
- Minimum 3 years front-line experience in community engagement-based program planning, implementation and evaluation.
- Regulated Health Professional designation is an asset.
- Experience in planning, evaluation, and quality monitoring of with a demonstrated capacity to prioritize and attain deliverables.
- Accomplished skills and experience in budgeting, financial, and resource management.
- Demonstrated excellent communication and emotional intelligence skills and able to work effectively with a variety of internal and external stakeholders.
- Excellent conflict resolution, risk management, facilitation, and presentation, skills.
- Strong data analysis skills and ability to utilize data to support change and quality initiatives.
- Knowledge of applicable regulations including RHP Act, OH&S Act, and PHIPA.
- Competency with Microsoft Office applications and previous experience with EMR database required.
- Experience working with vulnerable populations affected by social determinants of health.
- Success in partnership development and funding proposal writing.
- Experience mentoring staff, students or volunteers