

## CITY OF HAMILTON

### PUBLIC HEALTH SERVICES

(FAMILY HEALTH DIVISION – ALCOHOL, DRUG & GAMBLING SERVICES – LOCATION - 21 HUNTER STREET E., 3<sup>rd</sup> FLOOR)

### MANAGER, ALCOHOL, DRUG & GAMBLING SERVICES

#### SUMMARY OF DUTIES

Reporting to the Director of the Family Health Division, shall manage the planning, implementation and evaluation of mandatory programs for Alcohol, Drug & Gambling Services. Responsibilities include: recruitment, hiring, supervision, orientation, and evaluation of staff; facilitating the education of learners; and promoting program evaluation and research.

#### GENERAL DUTIES

Responsible for the hiring, orientation, supervision, and performance management of staff, and ensure that all staff activities are carried out in accordance with legislation, Ministry of Health and Long Term Care Addictions Programs and Corporate/Department/Division policy.

Conducts regular staff meetings to ensure effective and efficient program operations and ongoing communication about Corporate/Departmental/Division issues.

Collects, monitors and interprets local data relevant to program responsibilities to assist with priority setting, program development, implementation and evaluation.

Prepares an annual operational plan, operating budget and annual report for ADGS according to Ministry of Health and Long Term Care Addictions Program/LIHN requirements, and prepares reports as required.

Monitors, analyzes and manages expenditures within approved allocations. In collaboration with Finance and Administration Division, prepares quarterly financial operating reports on ADGS for the Ministry of Health and Long Term Care/LIHN.

Participates in the budgetary process by projecting and explaining variances and maintaining cost associated with program responsibility.

Ensures operation of the Program Advisory Committee for ADGS as per Ministry of Health and Long Term Care/LIHN requirements.

Serves on and liaises with other community agencies and inter-agency committees in order to co-ordinate planning and service provision to meet the needs of the community. Provides leadership in the development of new and evolving services.

Develops and maintains quality assurance standards and policies and procedures for the effective delivery of programs in conjunction with staff, and other Department/Division Managers where appropriate.

Participates as a member of the Division Management team to facilitate co-ordination of inter-divisional programs and provides backup as required to other Division Managers.

Promotes teamwork and workforce integration within the Division and the department, and externally through cooperative program planning, delegation of responsibilities and accountabilities, regular monitoring and feedback.

Provides clinical consultation to ADGS staff and maintains clinical expertise.

Demonstrates interest in ongoing professional growth and education, and carries out self-evaluation of performance on an ongoing basis.

Participates in research and promotes the utilization of appropriate research.

Facilitates and contributes to the education of students.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures.

Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

### **QUALIFICATIONS**

1. Baccalaureate degree in Social Sciences or Health Sciences from a recognized university with an emphasis on social work or related discipline.
2. Master's degree in social work, health services, behavioural sciences or a related field preferred.
3. Registered/certified with the appropriate professional college.
4. Demonstrated knowledge and skills in social work or related field, program planning, clinical program development, implementation and evaluation with several years of progressive experience.
5. Previous experience in addictions such as Alcohol, Drug & Gambling Services is essential.
6. Demonstrated ability to provide effective leadership to a multi-disciplinary workforce supported by a thorough understanding of best management practices and issues affecting staff in program delivery.
7. Excellent written and verbal communications skills, facilitation skills, and presentation skills.
8. Highly developed interpersonal skills with ability to interact effectively at all organizational levels.
9. Eligible for academic appointment with Faculty of Health Sciences, McMaster University or College of Social and Applied Sciences, University of Guelph.
10. Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.

### **NOTE:**

The successful candidate will be required to provide immunization records, which may include TB testing prior to the start of employment to meet the requirements of the Staff Immunization and Surveillance Policy and Procedure