

CITY OF HAMILTON

PUBLIC HEALTH SERVICES

(OFFICE OF THE MEDICAL OFFICER OF HEALTH - SURVEILLANCE UNIT – LOCATION – 1 HUGHSON ST. N., 4th FLOOR)

MANAGER, SURVEILLANCE UNIT

SUMMARY OF DUTIES

Reporting to the Associate Medical Officer of Health. Plans, organizes and manages the day to day operations of the Surveillance Unit including hiring, orientation, support and supervision of staff. Leads a team of staff and participates in a variety of departmental projects in support of the Department's vision, values, strategic goals and mandated services.

GENERAL DUTIES

Responsible for the hiring, orientation and supervision of staff; ensuring that all staff activities are carried out in accordance with legislation and City, Division and Branch policy.

Develop and coordinate operational plans with those of Health Protection Branch communicable disease programs such as Infectious Disease (ID), Tuberculosis (TB), Vaccine-preventable diseases (VPD), Sexual Health, Food Safety, Water and West Nile Virus. Implement and monitor operational plans and prepare reports as required.

Ensure timely dissemination of accurate surveillance information to relevant PH&CS program staff, local partners and provincial public health authorities to minimize mortality and morbidity associated with outbreaks of infectious disease in Hamilton and surrounding areas.

Plan and provide information relevant to preventing and limiting communicable disease in Hamilton.

Develop, foster and maintain effective working relationships with Health Protection Branch programs such as STD, TB, VPD, ID and Environmental Health to ensure their access to timely accurate information on patterns of disease and risk factors for disease.

Establish and maintain effective relationships with community partners, health system partners, other health units and the Ministry of Health & Long Term Care.

Participate in the budgetary process by projecting and maintaining costs associated within program responsibility.

Represent the City in dealing with Regional Infection Control Network (RICN) associated with Local Health Integration Network (LHIN) including meetings with acute care hospitals and long term care facilities.

Participate in Provincial planning efforts coordinated by the Public Health Division with the Ministry of Health & Long Term Care and information sharing committees within the Central West Health Units.

Monitor and interpret data relevant to the project to assist with priority setting, program implementation and evaluation.

Identify the information requirements to monitor program indicators and collaborate in the development and maintenance of a management information system.

Develop and maintain quality assurance standards, policies and procedures for the effective delivery of programs in conjunction with other Branch and Division managers.

Prepare Medical Advisory regarding communicable disease issue of importance to Hamilton citizens.

Co-ordinate and liaise with other community agencies and individuals to plan efforts to manage the MDR TB project.

Chair regular staff meetings to ensure effective and efficient program operations and ongoing dialogue about City, Divisional and Branch issues.

Participate as a member of the Branch Management team to facilitate co-ordination of intra and inter-branch programs.

Participate in research and promote the utilization of appropriate research.

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

Facilitate and contribute to the education of students.

Serve on and liaise with other community agency and interagency committees in order to co-ordinate planning efforts to meet the needs of the community. Provide leadership in the development of new and evolving services.

Respond to external unpredictable events in case of deployment by order of the Medical Officer of Health.

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

QUALIFICATIONS

1. Must be able to demonstrate a level of expertise related to the duties described above normally acquired through a Baccalaureate Degree or equivalent in a health discipline with progressive front line health experience ideally in one of the following program areas - sexual health, TB, VPD, ID/CDC or environmental health.
2. Demonstrated knowledge and skills in public health, particularly infectious disease, communicable disease control and surveillance including but not limited to planning, implementation and monitoring.
3. Demonstrated supervisory and administrative skills.
4. Excellent verbal and written communication skills.
5. Possesses a demonstrated record of strong leadership and guidance, client service focus, team advocacy and the ability to effectively manage a multi-disciplinary workforce with the ability to motivate and develop a team of staff.
6. Sound knowledge of Public Health and Community Services programs, relevant legislation, contractual obligations and applicable policies and procedures.
7. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
8. Highly developed interpersonal skills with the ability to interact and communicate effectively at all organizational levels.
9. Well developed planning and organizational skills, with developed innovative and solution oriented problem solving skills.
10. Demonstrated ability to work effectively with colleagues, direct service staff in identifying and meeting the needs of the division.

11. Excellent verbal and written communication skills, possessing highly developed negotiation and conflict resolution skills.
12. Demonstrated skills in analysis, planning, monitoring and evaluation.
13. Demonstrated ability to manage a budget effectively.
14. Computer proficiency in Word, Excel, Internet, and database applications.

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