

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (HEALTHY FAMILIES DIVISION – LOCATION – 4 HUGHSON ST. S., 2nd FLOOR)

DIRECTOR, HEALTHY FAMILIES

SUMMARY OF DUTIES

Reporting to the General Manager, Healthy & Safe Communities, provide leadership and direction to a multi-disciplinary team of professional service providers in the areas of public health and children's mental health. Assume overall responsibility for the strategic management, planning, development and evaluation of public health programs such as Child & Adolescent Services, Child Health – Nutrition, Child Health – Parenting & Child Safety, Community Dental Services, Elementary School Program, Health Babies-Healthy Children, Reproductive Health, Secondary School Program. The Director must ensure the provision of programs and services within the framework of the relevant provincial guidelines, legislation, and policies and procedures of the Board of Health.

Participates in Public Health Services emergency preparedness planning, development and training. Respond to all municipal and public health emergencies as requested.

GENERAL DUTIES

Provide strategic leadership implementing the public health mandate and philosophy for the service areas outlined above. Provide strategic leadership and direction to all staff within the Division by ensuring alignment of the Division with Public Health Services and Board of Health mission, vision, values and objectives.

As a member of the Public Health Management Team, participate in the overall strategic leadership, planning, co-ordination, policy development, decision making and budget preparation of Public Health Services.

Plan, organize and direct the programs and services of the Division in keeping with the mandates, legislative requirements and direction of the Board of Health, Ministry of Health and Long-Term Care, and other funding partners. Develop and evaluate programs on the basis of identified program objectives, activities, outcomes and indicators for each program.

Provide program development and evaluation by identifying program objectives, activities, outcomes and indicators of each program.

Undertake policy analysis and develop policy options relevant to the work of the Division and/or Public Health Services as a whole for consideration by the Management Team and the Board of Health.

Provide leadership in developing and implementing ongoing monitoring of children and family health in collaboration with partners to provide an evidence base to inform needs assessment, program development and evaluation and to support mandated reporting on community health status.

Evaluate and ensure accessibility of programs and services in keeping with the Equal Access requirement under the Mandatory Health Programs and Services Guidelines.

Contribute to the advancement of the organization and staff in relation to the core competencies of public health and the specific competencies related to the work of the division.

Contribute to the advancement of clinical practice within public health, with a particular emphasis on the area of family health.

Contribute to the advancement of public health practice by initiating, facilitating and participating in research activities relevant to the work of the Division in collaboration with the Public Health, Research and Education Development program (PHRED) and other partner agencies.

Contribute to the education of health sciences students by facilitating educational opportunities between the Division and academic partners through the PHRED program and other partners.

Identify and manage human resource requirements necessary to plan and implement the programs and services of the Family Health Division. Measure staff performance, determine staff strengths and needs, and identify goals to achieve and maintain optimal performance.

Provide fiscal management and control through responsible administration of budget allocations. Plan, interpret and submit the annual operating budget and budget reports for the Family Health Division as part of the budget processes of the Board of Health and the Ministry of Health and Long-Term Care and other funding partners.

Contribute to the advancement of public health by serving on provincial committees and planning bodies, advising government officials and participating in relevant activities of professional and public health associations.

Contribute to a positive corporate image by working with Managers to develop and implement strategic communication plans, including print, web, media and other channels as required, collaborating with other Directors across the unit as appropriate.

Provide solution oriented/strategic consultation on areas relevant to the work of the Division, and managerial experience to peers and staff, including reports to Advisory Committees and Committees of Council.

Liaise and consult with government offices, community agencies and associations to develop services based on identified needs and support health promotion and well-being.

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

QUALIFICATIONS

1. Extensive knowledge and experience of public health practices and theories in the management and direct delivery of public health programs normally acquired through a combination of degree-certified public health professional training and a graduate degree from a recognized university.
2. Demonstrated competence in developing evidence-based programs and evaluations, including critical appraisal skills.
3. Demonstrated success in applying quantitative methods to generate evidence from needs assessment, program development and/or evaluation of activities within the scope of public health programming.
4. Extensive senior management experience preferably in a municipal public health environment.
5. Previous experience in a public health organization.
6. Proven ability to foster staff and organizational development towards excellence in public health service delivery.
7. Proven ability to function as a member of a leadership team.
8. Progressively responsible experience in the public health management, including program planning, evaluation, policy development and health promotion.
9. Eligibility for an academic appointment with the Faculty of Health Sciences, McMaster University or College of Social and Applied Sciences, University of Guelph an asset.

10. Demonstrated competency to manage a large multi-disciplinary staff, preferable in a unionized environment, utilizing pro-active management skills.
11. Demonstrated financial management skills in developing, implementing and monitoring division budgets.
12. Highly developed analytical and business planning skills with a proven track record for long-term visioning and strategic planning.
13. Excellent interpersonal skills and ability to deal with elected officials, government departments, all levels of management, staff and the general public.
14. Excellent communication skills, both verbal and written.
15. Excellent analytical and problem-solving skills.
16. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
17. Demonstrated ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
18. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation/creativity, team advocacy, staff delegation, empowerment, staff development, and results orientation.
19. Possess a high level of personal integrity and sound judgement.
20. Thorough proven knowledge and understanding of the Health Protection and Promotion Act and all other statutes, regulations and by-laws affecting the department/section.
21. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.
22. Demonstrated knowledge of collective bargaining process.
23. Working knowledge of computer software applications.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
