

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(PUBLIC HEALTH SERVICES - HEALTHY FAMILIES DIVISION – DENTAL SERVICES – LOCATION – 110 KING ST. W., 3rd FLOOR)

SUPERVISOR, DENTAL SERVICES

SUMMARY OF DUTIES

Reporting to the Manager, Dental Services this position is responsible for functional and administrative supervision and support of service delivery of dental services. Also responsible for providing information on Public Health Section Dental Services Programs.

GENERAL DUTIES

Provides day-to-day supervision of program staff to ensure efficient and effective service to internal and external stakeholders.

Provides direction, leadership and coordination of teamwork; motivate and encourage staff to achieve high levels of performance and productivity; foster a work environment which supports customer service, innovation, and quality of service; applying all applicable regulations, standards, policies and in accordance with Corporate Vision, Mission and Values.

Responsible for the performance management of staff including motivation, supervision, interviewing, hiring, orientation, training, scheduling, progressive discipline, coaching, performance evaluations, attendance management and appropriate handling of confidential matters.

Monitors the operations within responsible program areas to ensure safety; service quality; and cost-effective and timely delivery of services, while adhering to the Ministry of Health, Regulatory College Standards of Practice, Public Health Services Guidelines and Protocols.

Monitors inventory relevant to operations and works with the Manager, Dental Program to support procurement, appropriate ordering, and cost-consciousness.

Provides guidance to staff for required Policies and Procedures. Contributes to development and ongoing maintenance of these documents as they relate to the responsible program areas.

Provides support to the Manager, Dental Services to identify emerging program and service trends for operational planning purposes.

Provides input to the Manager, Dental Services for the purposes of budget planning.

Assesses client applications based on established eligibility criteria as required. Ensure eligibility criteria identifies target population in the City of Hamilton.

Receives and resolves escalated complaints. Responds to inquiries from general public, service providers, other stakeholders and departments as required.

Participates in public health emergency situations and outbreaks as required.

Required to work during labour disputes or other work stoppages and to perform a variety of added duties during these events.

Participates in ongoing professional development.

Assesses and interprets legislative changes; recommends and implements new and/or updated work methods. Prepares and implements new policies/procedures and updates existing policies/procedures as required.

Develops and implements ongoing training to ensure staff maintain up to date knowledge of amendments to existing legislation and divisional policies and procedures.

Assists in developing program goals, workplans and objectives by participating in strategic and operational planning sessions. Considers alignment with provincial mandate, City of Hamilton and Public Health Services strategic directions and priorities.

Prepares reports and presentations on activities and results relating to the Program, includes metric development, dashboards and analysis.

Ensures operational expenditures are within approved budget; makes recommendations in terms of capital and operating budget requirements.

Participates in evidence-informed decision-making and promotes the utilization of appropriate evidence in decision-making.

Ensures that employees are provided with and use the appropriate equipment, materials 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. Developed understanding of financial services and data quality normally acquired by the completion Baccalaureate degree in a health or related discipline pertinent to the job function and or a combination of education and experience.
2. Registration with the appropriate professional college.
3. Demonstrated experience in data entry and financial services.
4. Previous progressive experience in a Public Health field is preferred, including thorough knowledge of dental health services, particularly in community setting.
5. Demonstrated knowledge and skill in public health and clinical dental practice including working knowledge of principles and concepts of motivational interviewing, coaching and reflective practice.
6. Excellent communication (both verbal and written), facilitation, public relation, presentation and conflict resolution skills.
7. Ability to manage, prioritize and balance several projects simultaneously and to meet deadlines.
8. Health promotion and community development experience is preferred.

9. Demonstrated ability to motivate staff and foster co-operative and harmonious team environment.
10. Demonstrated record of strong leadership and guidance, customer focus, team advocacy, staff delegation, empowerment and staff development, and is result oriented.
11. Strong organization and time management skills.
12. General understanding of Labour Relations with respect to the Progressive Discipline Process.
13. Demonstrated ability to provide leadership in a multi-union environment.
14. Working knowledge of computer software applications (Microsoft Office, Word, Excel, Access and Power Point).
15. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.
16. Working knowledge and understanding of applicable Collective Agreement(s).
17. Must have a valid Class 'G' driver's licence valid in the Province of Ontario and be able to maintain same.
18. Provision of a car by individual for use on the job.
19. Must be flexible in work schedules and available to work evenings or weekends as needed.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

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