

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT

(MEDICAL OFFICER OF HEALTH – EPIDEMIOLOGY, WELLNESS & COMMUNICABLE DISEASE CONTROL - LOCATION - 100 MAIN ST. W.)

HEALTH PROMOTION SPECIALIST – DRUG STRATEGY - CUPE 5167 or ONA 50 (SEE NOTE #1 BELOW)

SUMMARY OF DUTIES

Reporting to the Manager, Sexual Health & Substance Misuse Prevention, the Health Promotion Specialist develops, implements, and evaluates health promotion programs and policies in collaboration with the Manager, staff and community partners, keeping with the requirements of the Ontario Public Health Standards and reflecting local priorities. The Health Promotion Specialist develops and monitors an annual work plan and budget.

The Health Promotion Specialist will support the planning of a drug strategy for the City of Hamilton, including development and monitoring of health promotion initiatives. The Health Promotion Specialist will engage with community stakeholders (individuals and groups) that have been impacted by drug use/misuse, will monitor and implement best practices, will participate in evaluation of the drug strategy, and will develop communications materials that expand the reach of the drug strategy. The Health Promotion Specialist will work in collaboration with the Senior Project Manager – Drug Strategy to fulfil these duties.

GENERAL DUTIES

Collaborate with the Senior Project Manager – Drug Strategy to develop and implement a comprehensive community drug strategy; focusing on prevention, harm reduction, treatment and justice.

Participate in identifying priorities for targeted health promotion initiatives by reviewing existing epidemiological, behavioural and socio-demographic data related to health promotion and by conducting needs assessments.

Research, monitor and interpret data relevant to health promotion initiatives and remain current with the literature and critically appraise research to assist with priority setting, targeting and determination of community-wide strategies.

Keep abreast of innovative and effective health promotion strategies reported in the literature and in networking with peers and experts in the field.

Promote development, implementation and evaluation of community-based initiatives, based on defined priorities and targeted at specific population groups.

Develops and maintains relationships with internal and external stakeholders and supports the Senior Project Manager to identify and develop new opportunities.

Collaborate with internal and external partners (e.g. Opioid Response Stakeholder Group participants) on the development, implementation and evaluation of integrated health promotion initiatives.

Make recommendations to the Senior Project Manager and Manager, Mental Health and Harm Reduction regarding program viability and/or modifications or discontinuance based on based on system data, evaluation results and other factors.

Prepare work plans, verbal and written progress reports as requested by Manager.

Prepare written and verbal reports and presentations for Committees of Council.

Prepare funding proposals for program development as needed/required.

Represent the Division/Program on relevant committees.

Respond to internal and external information requests.

Develop and evaluate health education resources for broad community distribution and target groups Provide training and consultation on health promotion strategies implemented to support the drug strategy.

Provide leadership for coalitions with community partners/ organizations.

Provide leadership for and/or participate in research projects as approved by the Director and Associate Medical Officer of Health/Medical Officer of Health.

Inform the operational budget for projects in accordance with established Corporate and Public Health Services' procedures, ensuring that project expenditures are within budgeted levels.

Maintain confidentiality of personal health information and other records, as required

Work 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.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Demonstrated knowledge and experience in health promotion, planning, implementation and evaluation normally acquired through the completion of a Master's Degree in Health Promotion, Behavioural Science or related discipline or a Baccalaureate Degree in Health Sciences or an Applied Science with related experience in health promotion, health communication, community mobilization, and policy development and analysis.
2. Demonstrated knowledge and skill in public health with working knowledge of applicable Public Health Standards and relevant protocol, policies and guidelines.
3. Demonstrated knowledge and experience in harm reduction, substance use/misuse, and mental health.
4. Community development experience is preferred. Experience in project management would be an asset.
5. Experience in computerized work environment. Working knowledge of Microsoft Office (Word, Excel, Power Point) and database software.
6. Demonstrated ability in identifying priorities for targeted health promotion initiatives by reviewing epidemiological, behavioural and socio-demographic data.
7. Demonstrated ability conducting evaluations and assessments.
8. Well-developed research, reasoning, analytical and problem solving skills.
9. Thorough knowledge of analytical research methodologies and computerized analytical techniques
10. Demonstrated ability to express ideas effectively, verbally and in writing.
11. Well-developed facilitation, public relation and presentation skills.

- 12. Must keep up-to-date on innovative and effective health promotion strategies reported in the literature and in networking with peers and experts in the field.
- 13. Demonstrated ability to work independently as well as in a team.

NOTE 1:

This position will be within ONA if the successful candidate has a current CNO certificate of competence; otherwise, this position will be within CUPE 5167.

NOTE 2:

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.

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