

POSITION DESCRIPTION

POSITION (TITLE):	Director	DIVISION:	Health Protection
REPORTS TO:	Medical Officer of Health & CEO	UNION AFFILIATION:	Medical Officer of Health & CEO
REVIEWED: Direct Supervisor	Medical Officer of Health & CEO	DATE: (R) if revised	(R) October 2016
APPROVED: MOH/CEO, Director	Medical Officer of Health	DATE:	October 2016
AUDITED:	Human Resources	DATE:	October 2016

POSITION SUMMARY:

Reporting to the Medical Officer of Health, the Director is responsible for the effective leadership, management and supervision of the Division including the provision of programs and services in accordance with provincial legislation, the Ontario Public Health Standards (OPHS) and Thunder Bay District Health Unit (TBDHU) policies. This position is also assigned the duty of Chief Nursing Officer (CNO) with responsibility to advance professional nursing practice at TBDHU, achieved mainly through providing leadership to the Nursing Practice Council and Professional Practice Lead position.

As a key member of senior management of the Health Unit, the Director contributes to excellence in leadership of the organization and effectively participates in cooperative planning and decision-making activities..

DUTIES AND RESPONSIBILITIES:

As a member of the Senior Management team (SMT), the Director:

1. Actively participates in establishing the strategic direction and priorities of the Thunder Bay District Health Unit.
2. Actively participates in establishing the strategic direction and priorities of the Thunder Bay District Health Unit.
3. Has responsibility for and communicates on behalf of the Health Protection Division while maintaining an organizational perspective on all issues brought forward to senior management.
4. Participates in recommending, developing and approving organizational policies and procedures.

5. Participates in the development and approval of the organizational budget.

As Director of the Health Protection Division, the Director:

6. Assumes overall responsibility for the administration of the Division.
7. Leads the development and implementation of Divisional strategies that enhance the work of the programs in congruence with the strategic plan and other organizational priorities, the OPHS, and in collaboration with other Divisions of the Health Unit.
8. Ensures the alignment of the health unit strategic direction through the activities of the Division.
9. Leads the development and implementation of systematic approaches to assessing, planning and evaluating the work of the Division to ensure optimal program functioning consistent with the relevant program and foundational standards of the OPHS and other ministry directives as applicable.
10. Oversees the development and implementation of Divisional program and service plans to ensure adherence to Ministry guidelines and applicable legislation.
11. Develops and maintains a system to monitor and evaluate the performance of the Division and programs in accordance with the OPHS, organizational direction, and expectations of Ministries, including all reporting requirements.
12. Champions and leads continuous improvement opportunities to enhance Divisional and program performance with the goal of optimizing the effectiveness and efficiency of programs and services in achieving desired outcomes.
13. Provides leadership, supervision, support and consultation to management staff within the Division.
14. Ensures that all human resources within the Division are managed in accordance with TBDHU policies, collective agreements and applicable legislation.
15. Ensures that the records related to their functions, activities and transactions are managed appropriately and ensures proper levels of security and privacy protection are applied to the information under their control.
16. Responsible for the management of financial resources for the Division in accordance with Health Unit policy and procedures and ensures that operating budgets are developed and administered for projects and programs within the Division.

17. Optimizes the use of funding opportunities in a fiscally responsible/accountable manner to support the work of the Division.
18. Anticipates and manages risk of various types within programs, the Division and the organization and effectively and appropriately communicates on these.
19. Supports effective partnerships and collaborations internally and externally with health and non-health sector stakeholders at various levels to optimize the ability to achieve population health outcomes.
20. Keeps the Medical Officer of Health and CEO up-to-date on salient events and issues.
21. Attends Board of Health meetings to report on the work and performance of the Division.

As the Chief Nursing Officer, the Director:

22. Acts as the lead and a resource for nursing practice and professional issues in the organization; oversees and manages quality assurance and improvement activities related to nursing practice and supports organizational effectiveness through professional practice.

QUALIFICATIONS / REQUIREMENTS:

- Baccalaureate degree in nursing.
- Graduate degree in nursing, community health, public health, health promotion, health administration, or other equivalent degree.
- Minimum of 10 years' nursing experience with progressive leadership responsibilities, public health or community health preferred.
- Experience in a senior management role in public health or community health or other health care setting.
- Formal preparation and demonstrated leadership and management skills.
- Demonstrated knowledge and skills related to population health approach, determinants of health, health equity and other applicable public health strategies and practices.
- Demonstrated financial management and budgeting skills.
- Excellent leadership skills i.e., visionary, the ability to lead within an interdisciplinary team environment, change management skills and experience implementing strategic plans.
- Excellent organizational, planning and evaluation skills including the ability to address complex public health issues
- Demonstrated understanding and commitment to continuous improvement

- Demonstrated ability to work in a team environment including experience with team and consensus building and conflict management skills
- Knowledge and training in Indigenous cultural competency preferred.
- Strong relationship building/community development skills at the local, regional and provincial levels with a commitment to developing effective alliances and partnerships.

OCCUPATIONAL HEALTH AND SAFETY:

- Follows all policies and procedures to ensure personal safety and safety of others.
- Reports any equipment or safety problems to supervisor.