



## **INTERNAL / EXTERNAL JOB POSTING**

**Position Title:** Director, Family & Community Health & Harm Reduction Services  
**Classification:** Program/Service Director  
**Job Type:** Regular, Full Time Employee (35 hrs/week)  
**Pay Band:** \$87,502 – \$102,949 annually  
**Benefits:** Excellent benefits package including Healthcare of Ontario Pension Plan (HOOPP)  
**Department:** Family & Community Health & Harm Reduction  
**Reporting to:** Executive Director  
**Application Deadline:** **Friday, January 5<sup>th</sup>, 2018 at 4:00 pm**

### **Job Summary:**

The Director, Family & Community Health & Harm Reduction Services is accountable for planning, decision making, coordination, implementation, and ensuring satisfactory outcomes of a wide array of community outreach to various population groups. These include but are not limited to: children and youth; volunteers; seniors; individuals who use substances; and various communities in the geographical area.

As an integral member of the senior team, the Director provides leadership for programs, services, and initiatives and ensures compliance with organizational and legal obligations. The Director represents and makes commitments on behalf of SWCHC while working well with funders, other managers and staff, and community partners. The Director liaises and collaborates with external groups/agencies in order to ensure effective and comprehensive service delivery and to represent SWCHC in groups and coalitions that address the social determinants of health and community engagement.

### **Job Requirements:**

- Masters' degree in Health Promotion, Social Work, Health Administration, related discipline. Combination of education and additional experience may be considered.
- Minimum seven (7) years progressive management experience managing a multi-disciplinary team in health care or social services, including supervision, budget, and planning responsibilities. Solid knowledge of general management principles, including financial and human resource management. One over one supervision experience preferred.
- Demonstrated leadership in Community Health Promotion and Community Development, understanding of the Community Health Centre model of care and ability to apply this within the scope of work. This includes community program development, and evaluation experience.
- Proven ability working collaboratively and effectively with internal and external partners within diverse multi-disciplinary teams. This includes demonstrated interpersonal, team building, mentoring skills which support innovation and success within a rapidly changing and complex environment.
- Demonstrated broad based management skills including hr, finance, strategic visioning and planning, innovation and business acumen, and change management. Sound judgment and decision making skills, and ability to delegate.
- Excellent problem solving and planning skills.
- Excellent interpersonal, written and oral, communication skills in English is required, other languages are an asset.
- Demonstrated ability to prioritize, organize and manage multiple projects and demands, and flexibility to achieve organizational goals.
- Proficient with word processing and Excel spreadsheets at an intermediate level with ability.
- Understanding of CHC model of care.

## **Areas of Responsibility:**

- Develops program budget in collaboration with the Senior Leadership Team. Monitors program budgets and makes adjustments as necessary. Approves program operating expenditures and reviews/approves relevant reports. Oversees and support new funding requests within portfolio.
- Liaises with funders, management, and community partners to support financial solvency and good use of resources.
- Responsible for all front line management responsibilities related to staff who report to or through the Director, including but not limited to the recruitment process, work plans, performance and coaching, leading team meetings, communications, scheduling, ensuring the health and safety of staff, etc., Delegates and monitors work as appropriate. Organizes team planning events and is responsible for resultant team plans.
- Supports internal and external communications policies and procedures which promote awareness of and participation in organizational activities.
- Active lead and participant in the SWCHC operational and strategic planning processes and execution. Maintains an awareness of current issues in the SWCHC catchment area and in the health and social services systems to support this effort. Shares responsibility for strategic direction decisions for SWCHC with other members of management.
- Builds, promotes, and maintains strong partnerships with other Community Health and Resource Centres, institutions (hospitals), service agencies, funders, City of Ottawa departments and organizations at the local and provincial levels.
- With the other Senior Team members, act as organizational lead for coordinating and ensuring organizational success, integration and seamlessness across programs, as well as excellent client services.
- Fosters an organizational culture consistent with the SWCHC mission, vision, and values. As a member of management ensures transparent decision making, accountability, and communication processes are in place across SWCHC.
- Responsible for initiating and supporting programs and initiatives across SWCHC with an emphasis on program areas identified in the strategic and operational plans. Identifies and explores need for new programs and services and is a management champion to support their development.
- Contributes to the Centre's work by participation in activities that seek to strengthen collaborative and interdisciplinary teamwork, such as inter-component committees and working groups, strategic planning and accreditation activities

## **Language Requirements:**

- English, written and spoken mandatory
- Other languages an asset

## **Please submit your resume and cover letter as one document to:**

**<https://swchc.bamboohr.com/jobs/view.php?id=90>**

*If at any stage in the selection process you require special accommodation, please let us know the nature of the required accommodation.*

*Somerset West Community Health Centre is an equal opportunity employer who values the diversity of individuals in our programs and services.*

*Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.*