

Lambton County

Caring, Growing, Innovative

Manager, Health Promotion



Job Number:	J0617-0441
Job Title:	Manager, Health Promotion
Position Status:	Full Time
Union:	Non-Union
Division:	Public Health Services
Facility:	Lambton Public Health
City:	Point Edward, Ontario, Canada
Number of Positions:	1
Hours of Work:	Monday to Friday, 8:30am to 4:30pm
Wage Rate:	\$57.34 - \$66.91/Hour
Date Posted:	June 19, 2017
Closing Date:	June 28, 2017
Starting Date:	July 17, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

The Manager, Health Promotion plans, develops, and evaluates health promotion programs designed to improve the health of residents of the County of Lambton. The manager leads a team of health professionals including Supervisors, Public Health Nutritionist, Registered Dietitians, Health Promotion Specialist, Public Health Nurses, Health Promoter, Administrative Assistant, and Program Support staff.

Responsibilities include facility management, including physical plant operations, maintenance, health and safety, contract management, administration and development of capital, operating and program budgets, and reporting and managing relationships with founders and various government agencies and ministries.

DUTIES AND RESPONSIBILITIES

Program Planning, Development, Monitoring and Reporting:

- Coordinate, plan direct and evaluate assigned programs in keeping with the Ministry of Health's mandatory programs and services
- Research and develop health promotion programs based on best practices and evidence of effectiveness
- Implement legislation, set goals and objectives; recommend policy directions for municipal government based on health outcomes, public support, regional trends and economic data
- Develop and review operational plans based on community health status data, available resources and priority populations
- Lead and chair teams/committees in planning and implementing community health strategies and initiatives

Staff Supervision and Development:

- Hire, manage, transfer, promote, and discipline staff in accordance with the County policies and 3 different collective agreements
- Weekly review meetings with supervisors, monthly update meetings with key staff including Public Health Nutritionist, and Health Promotion Specialist
- Assign duties, set priorities and service objectives in consultation with senior managers and Human Resources

Manage Facility/Physical Plant:

- Set and administer capital and operational budget, negotiate, approve and monitor service contracts
- Oversee maintenance/repair work. Maintain internal emergency response plan (fire, evacuation, etc.)
- Provide primary response to emergency after-hours calls from security/alarm provider
- Ensure compliance with occupational health and safety legislation, implementing recommendations from JOHSC, compliance with Ontario Disability Support Program

Manage Finance/Fiscal Policies and Procedures:

- Prepare and submit budget proposals for facility operations and programs
- Monitor expenditures against budgets, making projections and adjustments
- Develop, manage, and report to external funders on project budgets
- Authorize program purchases, overtime, compensating labour, travel and other expenditures in accordance with approved budgetary guidelines

Corporate Responsibilities and Initiatives:

- Provide on-call coverage
- Accountable for leadership in implementation of corporate initiatives including job evaluation, corporate standards, staff training, development of guidelines and practice statements for privacy legislation
- Attend county council and committee meetings as requested, providing information about programs and carrying out special projects as assigned
- Prepare administrative reports for the General Manager and others as required

Provincial Activities and Involvement:

- Participate in regional and provincial activities and networks such as the Ontario Public Health Association
- Participate in research projects and pilot projects. Advocate for and support healthy public policy at the provincial and federal levels

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by incumbents in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Supervisors, Health Promotion, Epidemiologist, Administrative Assistant, and Program Support staff

Indirect Supervision: 38 FTE

Functional Authority: None

QUALIFICATIONS**Minimum Formal Education:**

- Bachelor of Arts (Social Sciences, Health Sciences, Health Promotion) from a recognized University, and/or, the equivalent education and professional designation in a relevant field

- As a minimum, the requirements set-out in Ontario Regulation 566 under the Health Protection and Promotion Act, must be met

Experience:

- Five years demonstrated experience in related programs including knowledge of the financial implications and requirements stipulated by the various statutes and regulations
- Demonstrated management experience in the administration of related programs gained through progressive experience on the job, including related municipal experience
- Knowledge and experience in the development of business plans and attaining grants
- Policy development
- Knowledge of the financial implications and requirements stipulated by the various statutes and regulations
- Previous supervisory experience
- Strong knowledge Health Protection and Promotion Act and Core Mandatory Health Programs and related programs, community agencies, provincial and federal labour statutes
- Strategic planning, mediation and conflict resolution, policy development, program planning and implementation, budget preparation and monitoring, administration
- Ability to work as a member of an interdisciplinary team
- Demonstrated skills in areas of decision making, leadership, problem solving, oral/written communication, analytical
- Thorough knowledge of health promotion program planning

A valid Ontario driver's license and use of a vehicle.

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