

## Lambton County

Caring, Growing, Innovative

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### Supervisor, Family Health



Job Number:	J0617-0447
Job Title:	Supervisor, Family Health
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:	\$42.04 - \$50.04/Hour
Date Posted:	June 19, 2017
Closing Date:	June 27, 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 Supervisor, Family Health supervises all duties pertaining to the delivery, planning, implementation and evaluation of specific public health programs and services as prescribed under the Health Protection & Promotion Act, Ontario Public Health Standards and County Policies.

This position primarily focuses on public health programs designed to enable all children to attain and sustain optimal health and developmental potential. The Supervisor provides leadership, guidance, and direction to a team of interdisciplinary professionals comprised of Public Health Nurses, Registered Nurses, Registered Practical Nurses, Health Promoters, Dental Hygienists, Program Support staff, Students and other staff as required.

#### **DUTIES AND RESPONSIBILITIES**

Program Planning:

- Ensure programs are operating in accordance with the Health Protection & Promotion Act, Ontario Public Health Standards, County Policies and associated legislation.
- Assist in developing, reviewing and promoting the goals, objectives, policies and procedures related to mandatory Child Health and Reproductive & Dental Health programs and services.
- Incumbent is required to interpret various regulations and policies and other relevant legislation.
- Plan and implement effective methods for utilization of staff and resources.
- Collect and evaluate statistics for program review, reporting and planning.
- Promote the utilization of research in planning and implementing programs; identifies issues for research; and participate in agency research projects.

- Assist Manager in identifying other potential funding sources such as grants, and develop funding proposals and implementation strategies.

Staff Monitoring and Supervision:

- Assist in hiring, training, evaluation and discipline. Deal directly with any performance issues.
- Assist with the interpretation of union contracts and handling of grievances.
- Assist in ensuring the quality of all professional/clinical practices within the Department through continuous quality improvement.
- Act as a resource to staff in programming including individual client/file management and program issues.
- Provide staff development program with a planned orientation period, identification of staff educational needs and a comprehensive professional development program.
- Monitor team attendance, vacation, travel expense statements and job safety. In addition, complete performance evaluations as required. Initiate first level discipline.

Financial Management:

- Assist Manager in monitoring budgets and make recommendation to correct overruns. Authorize program purchases, overtime, compensation labour, travel and other expenditure within the approved budgetary guidelines.
- Review expenditures to ensure alignment with budget and request reconciliation of amounts.
- Assist Manager in authorizing program purchases, overtime, compensating time, travel and other expenditures within approved budgetary guidelines.

Collaboration with community partners:

- Promote collaboration with educational institutions; plan, implement, and monitor placements including assigning staff preceptors, evaluating student performance and clinical/practical experience; supervise individuals hired as part of community collaboration projects.
- Assist in identifying and communicating program and service related issues to County staff as well as community groups, and the media, community politicians, provincial and federal associations and the public.
- Serve on joint community committees as required.

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: Public Health Nurses, Registered Nurses, Registered Practical Nurses, Health Promoters, Dental Hygienists, Program Support staff, Students and other staff as required.

Indirect Supervision: None

Functional Authority: None

## QUALIFICATIONS

Minimum Formal Education:

- Bachelor degree (Nursing, Education, Early Childhood Education, Social Sciences, Health Sciences) from a recognized University, and/or, the equivalent professional designation in a relevant field
- As a minimum, the requirements laid out in Ontario Regulation 566 under the Health Protection and Promotion Act must be met

Experience:

- 5-6 years experience in public health or community health service delivery
- Demonstrated experience in public health and knowledge of child health related programs
- Ability to lead, supervise, motivate, and delegate
- Strong time management skills
- Working knowledge of government and community agencies
- Respect for client confidentiality
- Knowledge of Health Protection & Promotion Act, Ontario Public Health Standards and related legislation
- Excellent organizational, interpersonal and communication skills

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

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