Position Summary

**Position Title:** Program Manager, Contract Position

**Reports to:** Program Director

**Revision Date:** March 2, 2023

Summary:

The Manager, oversees program areas such as the Seasonal Agricultural Workers Health Program (SAWHP) working within the context of Quest CHC’s interdisciplinary team model and the Centre’s Mission, Vision and Strategic Directions, to provide leadership in planning, implementing, and evaluating responsive services.

The position manages Quest CHC’s program, providing support, coordination and supervision for an interdisciplinary team, including volunteers in a comprehensive, collaborative manner with an emphasis on health promotion, education, community capacity building and harm reduction.

These duties are accomplished as part of an interdisciplinary team of professionals whose objectives are to provide primary health care and follow-up for Quest Priority Populations at Quest main site as well as outreach in community, homes and at farms.

Responsibilities:

1. Ensure that the philosophy and strategic directions of the CHC are integrated into the development, and implementation of programs.
2. Actively promote and participate in community planning and initiatives. Make recommendations and implement programming to maximize service responsiveness.
3. Participate in recruiting, developing and maintaining a unified, high performing interdisciplinary team.
4. Ensure adequate program coverage through effective scheduling, and that program planning and budgeting reflect available resources. Oversee performance and absence management using a web-based system. Ensuring timely and constructive feedback and input to performance reviews.
5. Develop and coordinate program evaluations to ensure client needs are met, incorporate best practices as well as address contractual commitments and budget requirements.
6. Develop as well as assist staff in developing funding proposals. Coordinate submission of proposals including appropriate approvals. Maintain awareness of funding opportunities as well as Centre/Ministry/funders’ requirements.
7. Maintain appropriate communications with community partners and between various departments and programs within the Centre and participate on various internal committees.
8. Oversee the implementation of mandatory training requirements as per Ministry compliance or CHC requirements. Manage employee training activities such as planning, approval, budgeting for internal and external training events.
9. Provide leadership and support with client feedback including meeting with the client and follow up.
10. Ensure compliance with privacy legislation, respond to any requests for access to, and correction of personal health information and address any general issues concerning privacy.
11. Contribute to building, promoting and maintaining strong partnerships with other Community Health Centres, community partners and organizations (e.g. Public Health, Hospitals).
12. Develop partnerships with community and external stakeholders to support and promote Quest Services.
13. Contribute to the development and implementation of the Centre’s Strategic Plan and objectives as well as centre policies and procedures.
14. Attend and participate in staff meetings, special projects and other duties as assigned.
15. Meet organizational quality and quantity of work standards. Comply with applicable policies, regulations and legislation and identify areas of non-compliance while promoting the Mission, Vision, Values and philosophy of service developed by Quest CHC.
16. Maintain and develop personal professional competence through continuing education.
17. Contribute to Quest CHC health and safety by participating in the Joint Health Safety Committee (JHSC) as well as ensuring the centre complies with all health and safety processes and initiatives to ensure the organization remains a safe workplace.

## Qualifications:

Education

* Education in Social Services, Public Health or Nursing
* Current Certification or willingness to become certified in Non Violent Crisis Intervention (NVCI)

Experience

* Experience in the development and management of programs in a primary health care/social service environment and working with inter-disciplinary teams
* Experience writing proposals

Knowledge

* Knowledge of local community resources and referral processes
* Familiar with Community Health Centre Model of Care
* Awareness of and sensitivity to community health issues, specifically pertaining to Quest Priority Populations
* Broad knowledge in the areas of primary health care, health promotion and community capacity building

Skills and Abilities

* Ability to work with diverse individuals and groups on complex community issues
* Self-directed with capacity to lead an interdisciplinary team
* Ability to oversee compassionate, respectful, non-judgmental, anti-oppressive and culturally competent care to seasonal workers.
* Ability to function independently in crisis situations and decide what presenting issues are a priority.
* Ability to effectively manage disruptive behaviour and de-escalation
* Ability to plan and organize assigned duties
* Ability to maintain a professional and positive image
* Ability to readily modify, respond to and integrate change
* Strong interpersonal skills to work with diverse teams and members of the community and staff
* Adaptability to and capacity to handle multiple competing priorities
* Ability to communicate information effectively at individual and group levels through a variety of means including meetings, reports, letters and presentations
* Effective listening, observation and facilitation skills to assess a situation and respond appropriately
* Ability to establish positive working relationships with other community based agencies
* Proficiency in the use of computer software such as Microsoft Word and Excel and electronic medical records/DATIS etc.

Physical Demands

The position requires fine motor movements and gripping, handling and/or lifting 10-20 pounds. It also requires sufficient mobility to allow sitting, standing and twisting to reach patients and equipment. The position also requires far and near vision, depth, spatial and form perception, feeling, reading, writing.

Speech and listening are critical aspects of the role to effectively communicate with clients for education, instructions and general rapport to relieve anxiety.

Conditions of Employment

* Valid Ontario Drivers’ License, access to a reliable vehicle and a Police Reference Check are required.
* Maintain confidentiality in compliance with the Personal Health Information Protection Act (PHIPA), Freedom of Information and Protection of Privacy Act (FIPPA) and Personal Information Protection and Electronics Document Act (PIPEDA).

Working Conditions

The duties of this position are performed both inside and outside the health care centre including satellite locations and points of service. Work settings include multiple community locations such as, homes, and farms where the potential for dangerous situations to occur is higher than in an office setting.

The candidate must be able to work varying work schedules, including evenings and weekends e.g. Sundays during SAWHP clinics.

*The above description reflects the general details considered necessary to describe the principal functions and duties as required for the job and shall not be construed as a detailed description or task list of all the work requirements that may be inherent in the job.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_