

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Manager of Community Health Team	JOB #:	2018-0083
Status:	Term from November 1, 2018 until November 1, 2019	Hours:	35 hrs/week
Benefits and eligibility:	3% in lieu of benefits; annual leave; pension option	Pay scale:	\$43.475-51.147/hour
Application deadline:	Friday October 19, 2018 at 8:30am		

PLEASE APPLY DIRECTLY ON OUR WEBSITE

www.pqchc.com

Job Summary

The Manager of Community Health Team is responsible for all aspects of managing the assigned Community Health programs within their portfolio including human resource management, financial management, program and proposal development, outreach and issues management. This includes: Implementing a comprehensive program plan and evaluation strategy; providing leadership, direction and change management to a large, multidisciplinary team; Building and maintaining partnerships with local community service providers and partners; Ensuring funder target and data collection requirements are met.

This position provides leadership and direction in the development and implementation of collaborative projects aimed at improving the well-being of vulnerable residents within the Pinecrest Queensway and South Nepean Catchment areas. The Community Health Team Manager participates in, and contributes to, PQCHC's leadership and management teams.

Job Specific Responsibilities

Program Coordination

- Directs the planning, implementation, administration and evaluation of the programs.
- Establish program outcomes and develop annual business plans for each program as per funder requirements.
- Determines staffing, space and other resources (including total budget, equipment, workloads, etc.) that are required to deliver the assigned Community Health programs.
- Oversees the hiring, supervision and evaluation of staff as appropriate to the programs.
- In consultation with the Community Health Services Director, negotiates and monitors service delivery agreements.
- Prepares and manages the budget in coordination with the Director of Community Health
- Participates in the development of policies and procedures for the programs.
- Develops, coordinates and supervises activities to collect and analyse services data and reporting.
- Develops and implements mechanisms to ensure quality of care and service effectiveness and efficiency.
- Ensures maintenance of professional practice standards.
- Works closely with other programs within Pinecrest-Queensway Community Health Centre and organizations related to the delivery of the program.

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

- Liaises with service providers outside the programs and with community groups to ensure the effective delivery of services.

Program Delivery

- Develops and implements evaluation as per funder requirements.
- Ensures accountability requirements of funder are met through on-going data collection, analysis, reporting and developing continuous improvement strategies.
- Assists in the development, delivery and maintenance of protocols, mechanisms and materials that support the programs activities.
- Provides leadership and direction to the Community Health Programs within their portfolio.
- Maintains an awareness of current employment issues in the City
- Provides support for the development and implementation of programs (e.g. work plans, workloads/space/equipment requirements, ongoing problem-solving.)
- Participates on committees and working groups as required.
- Supports research initiatives, as required

Evaluation, Quality Improvement and Data Analysis

- Initiates and develops evaluation and quality management approaches consistent with best practice guidelines
- Contributes expertise and advise to the data collection/management process (including the interpretation of data)
- Develops consistent and appropriate data collection mechanisms to support decision making and reporting requirements across the department.

Development and Maintenance of Community Contacts

- Maintains close working relationships with program partners
- Responds to client requests and complaints.
- Coordinates, administers or participates in programs in collaboration with other external organizations and networks.

Qualifications

Education

- Master's level degree from a recognized university in a social science or administration or a Baccalaureate degree and three to five years progressive management experience.

Professional Experience

- A minimum of five years community services experience, preferably in a community-based setting
- A minimum of three years supervisory experience.
- Experience with general management principles including financial and human resources
- Experience in preparing and writing funding proposals
- Experience in liaising with funders, partners and leaders of the community
- Experience in a community-based setting an asset.

Key Competencies

- Demonstrated ability to promote and model team work.
- Knowledge of diverse populations

- Awareness of current issues and developments in the respective field.

Linguistic Profile (for Centres with French Language Service Designations)

- Under the Centre's designation to provide French Language Services
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill)
 - French (oral expression): A (desirable)
 - French (oral comprehension): A (desirable)
 - French (reading comprehension): A (desirable)
- Other languages an asset

Personal Suitability/Other Requirements

- Excellent communication and interpersonal skills.
- Fluency in English essential, other languages desirable.
- Valid drivers' license and access to a vehicle required.
- Proficiency in computer skills.