

1. IDENTIFICATION

Position No. 10-13318	Job Title Manager Community Wellness Programs	Supervisor's Position Territorial Director Population Health	
Department Health	Division/Region Population Health Division	Community Iqaluit	Location Iqaluit
Fin. Code: 10255/01/1/111/1025305/04			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Located in Iqaluit, and reporting to the Territorial Director Population Health, the Manager Community Wellness Programs provides leadership to the Community Wellness Programs team, as well as individual special projects. Community Wellness Programs fund a number of community-based initiatives to improve the health and well-being of individuals, families and communities. These programs aim to:</p> <ul style="list-style-type: none"> - promote the health and well-being of Nunavummiut; - promote cultural and traditional programs; and - promote capacity-building. <p>The Manager is responsible for the direct management and administration of funds of approximately 8 million dollars provided annually under the Nunavut Wellness Agreement (NWA) that supports Community Wellness Programs and Community Capacity Development. The Manager also shares responsibility with the Director in planning and administration of program management funding, approximately 2 million dollars annually. With support from the Director, the Manager holds the responsibility for management of the NWA Health Plan, ensuring the activities, funding agreements, projects and the accountability framework are carried out in a timely and appropriate manner.</p> <p>In addition, the position will provide management of an integrated, coordinated, community-based and family-oriented approach to the development of Community Wellness Programs in Nunavut that is adequately supported with both financial and human resources.</p> <p>The Manager will ensure that community-based programs are delivered accountably, in a manner consistent with federal program guidelines, and meeting the needs of Nunavut communities, while also ensuring the programs are aligned with priorities within the Department of Health (Health).</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</p>
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The Population Health Division provides strategic direction and support to the delivery of programs and services that will promote, protect and enhance the health and wellness of Nunavummiut across their lifespan. The division ensures that the public and decision-makers at all levels are provided with information on the health impact of their decisions.

Through effective program management, the Manager will be a key player in helping the Department of Health in achieving greater integration of community health and wellness programs and in meeting the overall goals of the Public Health Strategy for Nunavut (PHS):

- a) Increase the incidence of health birth outcomes;
- b) Increase the number of children achieving age appropriate developmental milestone;
- c) Improve food security;
- d) Decrease mental, physical, emotional or sexual abuse, especially in children;
- e) Decrease the incidence of youth engaged in risk behaviours;
- f) Reduce tobacco use;
- g) Minimize substance abuse;
- h) Increase community capacity to reduce unhealthy lifestyles and improve wellbeing of residents.

Community-based health programs are focused on engaging and empowering community members to take control of their own health and wellness by making healthy choices, providing supportive environments and direct support for community ownership and leadership in their own health programming; providing equitable access to resources, including funding, training and expertise, assisting communities in determining what is best for their communities and achieving this by using best practices that combine scientific approaches and evidence and community knowledge and practices.

This position is critical in creating and maintaining the fully integrated, coordinated and effective delivery of the entire Community Wellness Program throughout Nunavut and for ensuring that all communities are well informed about programs. The Manager will work with regional staff to advise community groups and individuals about funding applications, planning, reporting and the evaluation of any of the community-based programs, using a solid base of knowledge not only about these programs, but also about allied or parallel programs which can support community wellness action or development plans. Working closely with Health Canada, territorial program leads, Regional Wellness Programs Coordinators as well as the management team and other staff of Population Health, the Manager will help communities to integrate federal resources with other existing formal and informal resources to develop and maintain integrated, coordinated, family oriented and effective community-based programs.

Through the coordination of efforts and expertise among territorial, regional and community wellness staff, the Manager will ensure that funding agreements are enacted to meet the specific needs of Nunavut's communities, and that programs are developed and supported in a manner consistent with territorial priorities, while enhancing capacity-building within communities to ensure effective programming, reporting and accountability.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Ensuring that Community Wellness Programs and other wellness initiatives are carried out in a timely, effective, and professional manner by:

- Providing leadership to program staff to guide projects that will support improved population health;
- Ensuring that community organizations, including local governments, have sufficient information about program funding, criteria, guidelines, activities, reporting requirements, training opportunities and relevant wellness indicators to effectively direct programs;
- Linking with relevant programs, other Government of Nunavut Departments, Inuit and community organizations, federal agencies and private sector organizations to optimize partnerships (e.g., Embrace Life Council, NTI);
- Sharing information with regional partners to encourage increasingly effective linkages, transparency, and accountability to the communities served;
- Ensuring that departmental staff are well informed about programs, projects, and activities both at the national level (the programs themselves) and within Nunavut, so that communications and appropriate collaboration and integration with community resources are maximized;
- Collaborating with partners in the planning of, staging and participation in training and development opportunities for community wellness personnel;
- Ensuring that the Department is able to meet its contractual obligations to report on programs under the Agreement, by collecting and analyzing reports and providing appropriate reports to Health Canada;
- Working with program staff responsible for Vote 4 programs to ensure that funded projects are undertaken in accordance with funding and reporting conditions and obligations;
- Monitoring and evaluating programs and services in light of a population and public health approach that is supported by the federal funding guidelines;
- Ensuring contribution agreements and contracts required by the program staff are appropriately executed and monitored.

Providing leadership to staff and managing human resource activities to ensure the programs and services are operating in an effective manner by:

- Developing positions and assessing ongoing human resource needs according the NWA Health Plan;
- Working with Director to ensure Program Management budget is sufficient for human resource needs and managed appropriately;
- Supervising local and regional teams for program operations and services identified under Community Wellness Programs;
- Coordinating, assigning and evaluating the workload of subordinate staff;
- Ensuring effective communication between staff and Regional Directors to make certain that they are fully informed on all matters;
- Being responsible for human resource functions including monitoring staff leave and attendance, the staffing of vacant positions, development and monitoring of individual action plans to promote effective project management, and undertaking staff performance appraisals, including professional development plans;
- Imposing progressive discipline on direct reporting staff in a positive and constructive manner as required.

Responsible for effective financial management by:

- Managing the federal funding agreements in a fiscally responsible manner, ensuring that Vote 4 funds are used to the maximum benefit of Nunavut and that obligations under the agreement are met;
- Managing all related contribution agreements, ensuring they are executed in timely and accurate manner, including contract amendments;

- Authorizing contract changes, such as amendments resulting in increased or decreased allocations;
- Being directly accountable for program federal funding in excess of \$8 million;
- Holding sponsoring agencies (ie. Hamlets) accountable under conditions of contribution agreements;
- Ensuring that project expenditures are undertaken in accordance with the *Financial Administration Manual*, departmental policy and direction as well as the terms and conditions of any funding agreements in place (ie. NWA);
- Ensuring documents are properly authorized in accordance with delegated authority and processed with the correct financial coding;
- Analyzing financial activity related to community contribution agreements and working with sponsoring agencies to resolve issues;
- Ensuring the tracking of expenditures after they have been processed to support the ongoing development of project forecasting;
- Reviewing monthly financial reports and following up on any variances and/or discrepancies in the information provided;
- Developing forecast notes to address variances in monthly reports;
- Providing other documentation as required by finance staff to support departmental fiscal management.

Responsible for effective program management by:

- Providing overall leadership, planning, coordination, and communication related to the NWA Health Plan;
- Evaluating NWA Health Plan on annual or as-needed basis and working with federal funders to amend agreements when necessary;
- Holding relevant parties accountable for program commitments as defined by the Health Plan;
- Providing overall leadership, planning, coordination, and communication related to the Community Wellness Programs in Nunavut;
- Supervising NWA program monitoring and evaluation activities, including data collection, analyses, compilation and presentation of reports to federal funders, sponsoring agencies, policy divisions, executive management, and various program partners;
- Defining and monitoring key performance indicators;
- Developing and/or approving creative solutions to barriers without compromising program objectives or reporting requirements;
- Maintaining strategic alignment between Community Wellness Programs and Population Health;
- Resolving cross-program issues and strategic issues with senior stakeholders;
- Managing communication with stakeholders, such as federal funders and sponsoring agencies, to foster strong working relationships in meeting program goals;
- Working closely with Territorial and Regional population and public health staff to provide support for the development of community wellness plans and the building of community capacity to ensure the effective implementation of the program structure and the achievement of community and territorial health priorities;
- Providing technical expertise and/or professional guidance to regional leads with community project issues;
- Providing program management expertise in other NWA program areas as required.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Theories, principles and practices of community wellness program development;
- Theories, principles and practices of program management and evaluation;
- Knowledge of health promotion practices;
- Theories, principles and practices of project management;
- Understanding of the determinants of health that impact Inuit Communities;
- Policies and procedures related to Health Canada programs;
- Theories, principles and practices of HR and financial administration;
- Theories, principles and practices of adult learning;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices;
- Inuit Societal Values.

Skills and Abilities

- Ability to manage high-profile health programs;
- Ability to be an innovative and collaborative leader with the skills to engage a team of multidisciplinary professionals;
- Ability to develop, coordinate and evaluate program plans appropriate to northern community needs;
- Ability to manage politically complex issues and time-sensitive deadlines in calm, professional manner;
- Ability to manage high volume of work and conflicting priorities;
- Ability to exercise flexibility and capacity to manage numerous and diverse activities, organizing and prioritizing appropriately to meet demands and expectations;
- Leadership skills and the ability to establish and maintain effective working relationships;
- Ability to maintain high level of accountability and responsibility;
- Ability to develop and provide training to regional, municipal and other program administrators;
- Strong skills in problem solving, being able to assess and articulate issues, factors, and achievable solutions;
- Organization and time management skills;
- Strong interpersonal skills in a health administration setting;
- Effective verbal and written communication skills;
- Computer skills including MS office, Excel, Microsoft Word.

The above knowledge, skills and abilities are typically acquired through;

- Undergraduate degree in Health, Social Sciences, or related field;
- Three years' experience in a health administration environment or related field including two years project management or program leadership experience, including supervision of staff;
- A Master's Degree in a related field is an asset;
- An acceptable combination of education and experience may be considered;

- Ability to communicate in more than one of Nunavut's official languages is an asset.
- Experience working in northern communities or provincial/federal government settings is an asset.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Most time is spent in a sitting position working at a computer terminal or attending meetings.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Works in a generally comfortable office environment.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Prolonged attention to detail is required when preparing, assessing and reviewing materials, research and data;

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Political pressures, tight deadlines, changing priorities, and multiple demands;
- Projects require dealing with staff, internal and external clients and stakeholders with conflicting interests who may not agree with the program and regulatory policies and initiatives of the department;
- May be required to visit remote communities via aircraft, as well as travel to meetings outside of Nunavut several times a year.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.