The Municipality of Chatham-Kent has an opening for a permanent full-time Program Manager with the Public Health Unit.

**Job description**

The Program Manager, Public Health leads a multi-disciplinary team to effectively deliver public health programs in accordance with the Ontario Public Health Standards, legislation and collective agreements, consistent with the vision, mission and values of the Health Unit and the Municipality of Chatham-Kent.

**Essential responsibilities**

- Demonstrate Chatham-Kent’s core values and competencies
- Provide effective leadership to a multidisciplinary team of union and non-union professionals, para-professionals, and support staff, working collectively to achieve the goals and objectives of the organization
- Develop, implement and evaluate new and existing Public Health Programs
- Monitor program performance and make adjustments to ensure targets are met
- Conduct quality assurance audits of programs
- Use evidence and research to inform public health practice
- Oversee an annual operating budget and operational plans that are innovative and evidence based as specified by Ministry and municipal guidelines
- Establish standards, service delivery guidelines and program models that respect and address population diversity
- Develop, recommend and implement program policies and procedures
- Support the development of collaborative working relationships and coordination of activities across programs/teams of CKPHU
- Initiate/maintain strategic partnerships that support and enhance the long-term direction of public health
- Liaise and work collaboratively with municipal departments, community agencies, corporate partners, and consumers by participating on community boards, committees, and task forces related to public health issues
- In collaboration with community partners, advocate for public health policy
- Communicate complex issues clearly and credibly with wide varied audiences
- Articulates the organization's vision and values in compelling terms to promote enthusiasm and commitment
- Prepare reports for and make presentations to the Board of Health
- Confer with medical staff to ensure health care services are rendered according to legal and professional standards

**Essential qualifications**

- Four year university degree combined with a professional designation (in health, science, social science, education, or business program with emphasis in health promotion, public health, environmental health, or nursing), with four (4) to six (6) years of related experience; Masters degree preferred
- Program management experience, preferably in a public health environment
- Broad knowledge of public health issues, population health, epidemiology and applicable legislation
- Experience with program planning and evaluation
- Overseeing annual operating budget
- Supervisory experience, preferably in a public health and unionized environment
- Strong communication skills, written and verbal, preferably in multiple languages
- Strong organizational, time management, problem solving, and decision-making skills
- Strong computer skills including Microsoft Word, Excel, PowerPoint, email and internet (or other similar software programs)

**Other qualifications**

- Knowledge of continuous quality improvement principles and/or experience participating in CQI projects is an asset
- The ability to communicate both written and oral French language is an asset

**Certifications, memberships, licenses**

- Current registration with the appropriate professional regulatory body in Ontario

**Work environment/hours of work**

- This position works mostly indoors
- This position works weekday and evening hours with occasional weekend hours
Municipality of Chatham-Kent COVID-19 Vaccination Policy
The Municipality of Chatham-Kent has a mandatory COVID-19 vaccination policy. All new employees must be fully vaccinated (with booster) as a condition of employment unless approved for an exemption.

Driver’s licence/vehicle requirements
Because this position would be required to travel, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

Background check requirements
Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification and employment reference check.

Essential physical and/or safety requirements
- Mask fit testing (N95)
- 2 step TB skin test to be completed within two weeks of starting position
- Sitting: infrequent sitting in vehicle
- Hands: frequent fine finger dexterity (movement) and mousing

Benefits
This permanent full-time position will receive benefits including: participation in the OMERS pension plan (mandatory), vacation entitlement and a comprehensive benefit package that includes life insurance, accidental death and dismemberment, short and long term disability, extended health and dental benefits following the successful completion of a 3 month waiting period.

The Municipality of Chatham-Kent is an equal opportunity employer, committed to fair and accessible employment practices that attract and retain talented employees in a workplace that is inclusive, supportive, and reflective of the diverse community we serve.

Should you require accommodations during the recruitment process, please contact Human Resources & Organizational Development (HROD) at 519-360-1998. Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and will be used strictly for the purpose of candidate selection.

To apply, please click here. The deadline to apply is May 13, 2022.