

February 28, 2019

Manager, Infectious Diseases Control – CID Program #23577 Manager, Infectious Diseases Control – TB Program #23580 (2 positions available)

DEPARTMENT: Community and Health Services Department
BRANCH: Public Health Branch, Infectious Diseases Control Division

Salary: \$115,204 to \$135,509 annually

LOCATION: 9060 Jane Street, Vaughan
STATUS: Regular Full-Time

These are Replacement Non-Union positions

POSITION PURPOSE

Reporting to the Director, Infectious Diseases Control (IDC), the manager is responsible for ensuring program specific services operate in compliance with the Health Protection and Promotion Act, other relevant legislation, Standards for Public Health Programs and Services and related protocols, guidance documents and other reference documents, and Regional policies, procedures and standards. Managers are responsible for supervising staff and managing and coordinating the planning, implementation and evaluation of program services and activities associated with:

- Control of Infectious Diseases Program and Tuberculosis Control Program including: ensuring effective response to case, contact and outbreak investigation of communicable diseases of public health significance; providing advice and direction; and ensuring timely, accurate, and complete communicable disease data collection, documentation, analysis and reporting.

MAJOR RESPONSIBILITIES

- Provides leadership in implementing infectious disease control programs, in accordance with relevant legislation and best practices guideline documents; develops professional, managerial and operational strategies to deal with program needs as well as surge capacity for quality continuous service.
- Ensures the effective and efficient delivery of mandated program services in accordance with Provincial Standards, applicable legislation, protocols, and other guidance/reference documents.
- Develops and maintains accurate and current policies, guidelines, procedures and protocols relevant to defined areas of responsibility and ensures adherence by staff.
- Directs and coordinates all aspects of assigned program planning, implementation and evaluation reflecting evidence-based practices.
- Assists the Director in preparing, recommending, monitoring and controlling the programs' budgets; prepares the business unit annual budget, special project budgets, business cases requesting new resources, business, strategic and operational plans, including financial forecasts.
- Continually monitors expenditures to ensure compliance to budget and the effective and efficient use of resources.
- Manages the implementation of process improvements and special projects for the Program/ Division/Branch/Department as requested/required.
- Ensures quality assurance activities to monitor program effectiveness and support continuous quality improvement initiatives and attitudes.
 - Supervises staff, including recruitment, selection, hiring, scheduling, assigning work, determining training and development needs, coaching and mentoring, conducting performance appraisals and determining/recommending disciplinary action as needed up to and including dismissal in accordance with collective agreements, Regional policies and practices.
 - Ensures that operating staff work in a safe manner and utilize all required health and safety equipment and protective devices and follow all measures and procedures as required by the *Occupational Health & Safety Act and Regulations* and Regional policies.
- Identifies current and future program and divisional interests and needs by working collaboratively with program team and divisional staff and other agencies in gathering appropriate/relevant data, identifies and evaluates options and collects and analyses data for future program directions and initiatives.
- Advises and functions as an expert and consultant to other Divisions and Community and Health Services Branches and Regional staff, and other agencies/organizations in areas of program expertise.

QUALIFICATIONS

- Successful completion of a University Degree in Business or Public Administration, nursing, environmental health, or relevant field or approved equivalent combination of education and experience.
- Minimum five (5) years progressive experience in the delivery of infectious diseases control programs and demonstrated understanding, knowledge and skills in
 - the oversight and delivery of health services (e.g. immunization clinics, sexual health clinics) OR
 - management of infectious disease case, contact and/or outbreak response OR
 - epidemiology or continuous quality improvement,including demonstrated minimum of two (2) years of supervisory or leadership experience in leading a team or a large initiative.
- Knowledge of basic epidemiology and demonstrated ability to interpret descriptive epidemiologic data, including tables and graphs.
- Demonstrated knowledge of relevant legislation, regulations, standards, protocols, guidelines, and reference documents.
- Leadership competencies including operating strategically, leveraging diversity and differences, customer focused, ensuring accountability, managing complex problems, financial management, employing interactive and effective communication, fostering collaborative relationships, cultivating engagement to drive vision and purpose, managing and developing talent, establishing and maintaining trust, displaying self-awareness and demonstrating resiliency.

Please apply online for one or both positions by March 21, 2019 at 4:30 p.m.

We thank all candidates for their interest, however only those selected for an interview will be contacted via email.