



POSITION DESCRIPTION

POSITION TITLE: Healthy Living Facilitator **DEPARTMENT:** Public Health-Healthy Living
CLASSIFICATION: Public Health Promotion/Educator **APPROVED BY:** Regional Lead – Community & Continuing Care
UNION: MGEU Professional Technical **DATE APPROVED:** May 25, 2016

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Manager, Health Services – Public Health-Healthy Living
POSITIONS SUPERVISED: Clerk 2, Local Health Promoters as applicable

POSITION PURPOSE

Reporting to the Manager, Health Services, the Healthy Living Facilitator is part of a multidisciplinary Public Health-Healthy Living team that uses principals of population health promotion, health equity and community health development to support communities and groups in areas of assessment, program development and capacity building for health. Activities focus on primary and secondary prevention and health promotion, with a responsibility to maintain communication with Southern Health-Santé Sud staff and community stakeholders. The Healthy Living Facilitator will work with communities as they identify, develop, implement and evaluate initiatives including Health Public Policy that promotes health.

The incumbent will exercise the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Demonstrates knowledge and skills necessary for health promotion practice that includes:
 - Applying a population health promotion approach, including determinants' of health, to the analysis of health issues.
 - Applying theory to health promotion planning, implementation and evaluation.
 - Applying health promotion principles in the context of the roles and responsibilities of population and public health settings.

- Describing the range of interventions available to address population and public health issues.
- Partners with communities to conduct a community needs/situational assessment of a specific issue that includes:
 - Conducting population assessment using existing or collected health data for a specific health issue.
 - Collecting and critically appraise evidence (i.e. published and grey literature, systematic reviews and promising practices) on the health issue and effective interventions.
 - Conducting an environmental scan to identify community assets, resources, challenges and gaps.
 - Analyzing all data, evidence and environmental scan findings to develop effective program and policy interventions.
- Plans appropriate health promotion programs that include:
 - Developing a plan to implement program goals, objectives, evaluations and implementation steps.
 - Developing budgets.
- Contributes to policy development and advocacy that reflects community needs and includes:
 - Describing the health, economic, administrative, legal, social, environmental and political implications of policy options.
 - Providing strategic policy advice on health promotion issues.
 - Writing clear and concise beliefs for complex issues.
 - Understanding the policy making process to assist, enable and facilitate the community to contribute to policy development.
 - Adapting policies and programs to reflect the diversity in population characteristics.
- Facilitates community mobilization and builds community capacity around shared health priorities that include:
 - Developing relationships and engage in a dialogue with communities based on trust and mutual respect.
 - Identifying and strengthen local community capacities to take action on health issues.
 - Advocating for and with individuals and communities to improve their health and well-being.
- Engages in partnership and collaboration that include:
 - Establishing and maintaining linkages with community leaders and other key health promotion stakeholders (i.e. schools, businesses, faith groups, community associations, labour unions, etc.).
 - Utilizing leadership, team building, and conflict resolution as well as negotiating skills to build community partnerships.
 - Building and supporting coalitions and stimulate intersectoral collaboration on health issues.
- Communicates effectively with community members and other professionals that include:
 - Providing health status, demographic, statistical, programmatic and scientific information tailored to specific audiences (i.e. professional, community groups, general population, etc.).
 - Applying social marketing and other communication principles to the development, implementation and evaluation of health communication strategies.
 - Using the media, advanced technologies and community networks to receive and communicate information.
 - Communicating with the diverse population in a culturally appropriate manner.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

PERFORMANCE MEASUREMENTS

1. Successful completion of probation.
2. Biannual performance appraisal.
3. Works within established guidelines and competencies as evidenced by reviews and audits.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Post secondary degree in a relevant health discipline.

REQUIRED KNOWLEDGE:

- Proficiency in Microsoft Office applications and Outlook.

EXPERIENCE REQUIRED:

- Minimum of two (2) years' experience in community health development and/or population health promotion.
- Experience working with populations with diverse cultural and social backgrounds would be considered an asset.
- Training and experience in mental health promotion would be considered an asset.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Demonstrated ability in marketing and evaluation of health promotion programs communication, critical thinking, and the ability to work independently and as part of a team.
- Demonstrated ability in leadership, using a broad range of comprehensive and multi-faceted strategies to strengthen community action, re-orientate health services, develop personal skills, create supportive environments and build healthy public policy.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
- Proficiency of both official languages is essential for target and designated bilingual positions.
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
- Demonstrated ability to meet the physical and mental demands of the job.
- Good work and attendance record.
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
- All Health Care workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.

- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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WORK CONDITIONS:

- No hazardous or significantly unpleasant conditions.
 - May work occasionally evenings and weekends as necessary.
 - Will be required to travel to other regional facilities as the position duties may require.
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SALARY SCALE:

As per MGEU Professional Technical Collective Agreement Salary Scale.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.