



## POSITION DESCRIPTION

**POSITION TITLE:** Regional Lead - Community & Continuing Care  
**DEPARTMENT:** Community & Continuing Care

**CLASSIFICATION:** Management  
**APPROVED BY:** Chief Executive Officer

**UNION:** Non-Union  
**DATE APPROVED:** October 10, 2024

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Chief Executive Officer

**POSITIONS SUPERVISED:** Various Directors, Managers, Coordinators, Clinical Change Lead, and Executive Assistants

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### POSITION PURPOSE

The Regional Lead – Community & Continuing Care is responsible for providing leadership and oversight for the following regional client programs and services; Primary Care, Home Care, Long Term Care Program, Palliative Care, Seniors Programs, Supportive Housing, Rehabilitation Services, Mental Health & Addictions Programs and Clinical Change Lead. The Regional Lead – Community & Continuing Care is part of a collaborative executive management team and contributes to strategic planning, evaluation, leadership, and budget planning related to all programs and services. The Regional Lead - Community & Continuing Care is expected to sustain particularly strong working relationships with the CEO and other regional leads.

The incumbent exercises 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.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

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

- Provides leadership and over sight for the following programs and services; Primary Care, Home Care, Long Term Care Program, Palliative Care, Seniors Programs, Supportive Housing, Allied Health Programs, Mental Health Programs and Clinical Change.
- Ensures compliance with all related legislation, regulations, guidelines and standards.
- Responsible for achieving fiscal targets for all programs and services portfolio including participation in preparing and monitoring budgets.

- Creates an environment that fosters teamwork and positive employee relations by adhering to fair and equitable labor relations, policies and practices.
- Promotes regionalization of programs and services within the portfolio through collaboration, communication, and innovation.
- Mentors and provides consultative support to all direct reports.
- Assists in the interpretation and communication of regional goals, philosophies, policies and procedures to management staff and general staff as required and other internal and external stakeholders – including clients, patients, and their families as necessary.
- Contributes to the development of the annual Health Plan and the five-year Strategic Health Plan by ensuring all programs and services within the portfolio are accounted for within these plans.
- Promotes program planning that is responsive to current and projected population needs.
- Provides vision and leadership towards the development and implementation of proposals to enhance existing programs, as well as new initiatives.
- Engages with community stakeholders to strengthen the social determinants of health, ie housing, community supports.
- 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.

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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. Achievement of essential functions and basic duties outlined above
2. Performance reflects and is evaluated on the LEADS Framework and the ability to Lead self, Engage others, Achieve results and Develop coalitions and Support system transformation
3. Professional practice and leadership as it reflects Southern Health-Santé Sud core values, policies, mission, vision and policies

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### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Possess a degree in a related health discipline.
- Current registration and a member in good standing with the applicable regulatory body as appropriate.
- A suitable combination of post- secondary education and health care experience relevant to the position may be considered.

#### **KNOWLEDGE REQUIRED:**

- Demonstrated knowledge of the Manitoba and Canadian health care systems including broad understanding of issues in rural health service delivery.

- Demonstrated knowledge of issues and challenges facing Personal Care Home and Community Services health care professionals in Canada.
- Understanding of community development principles.
- Familiarity with health labor relations and collective agreements.
- Demonstrated knowledge of relevant legislation and regulations.

**EXPERIENCE REQUIRED:**

- Minimum of five (5) years of middle-senior level health management experience.

**SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Commitment to the vision, mission, and values of Southern Health-Santé Sud.
- High level of integrity, confidentiality and accountability.
- Experience achieving fiscal targets including preparation and management of budgets.
- Demonstrated knowledge of health ethics and a commitment to working within an ethical framework that encourages evidenced-based decision making, accountability, transparency, and flexibility.
- 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

**WORK CONDITIONS:**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Assumes Regional Senior Leadership on call duties which may require acting CEO status.
- Will be required to travel throughout the region as duties may require.
- Evening and weekend work as required.
- Require a road worthy vehicle, a valid driver's license and liability insurance of at least \$1,000,000.00.
- 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

**WORKPLACE SAFETY AND HEALTH**

- The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity. Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately

investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.

- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility's Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

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**SALARY SCALE:**

As per Non-Union/Management Pay Scale

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*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.*