



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Towards Flourishing Regional Coordinator Healthy Living	<b>DEPARTMENT:</b>	Public Health-Healthy Living
<b>CLASSIFICATION:</b>	Community Mental Health Worker IV	<b>APPROVED BY:</b>	Regional Lead – Community & Continuing Care
<b>UNION:</b>	MGEU Professional Technical	<b>DATE APPROVED:</b>	May 9, 2016

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### REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	Manager, Health Services - Public Health-Healthy Living (Families First)
<b>POSITIONS SUPERVISED:</b>	None

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### POSITION PURPOSE

The Towards Flourishing Regional Coordinator functions as part of the provincial Towards Flourishing team whose purpose is to develop and enhance capacity for mental health promotion throughout the province of Manitoba. The incumbent will support existing public health-healthy living and mental health services to identify and respond to the mental health strengths and needs of families in a proactive and intentional manner. The incumbent is primarily dedicated to supporting the Towards Flourishing Strategy within the regional Public Health-Healthy Living programs, specifically within the Families First Home Visiting program.

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.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

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

- Functions as part of the Public Health-Healthy Living team regionally to support the Towards Flourishing strategy within Southern Health-Santé Sud.
- Participates as a member of the provincial Towards Flourishing team to support the Towards Flourishing Strategy across the health regions.
- Assesses the unique needs of the client, particularly related to supporting mental well-being.
- Coordinates and conducts training sessions for public health-healthy living staff on mental health and specific mental health promotion strategies and interventions to support continuous capacity building to respond to the mental health needs of families.

- Participates in an enhanced mental health screening process for parents in the Families First Home Visiting program by providing summary results to the appropriate staff and facilitating practice-related discussions on enhancing well-being in families.
- Supports tracking and documentation of Towards Flourishing activities.
- Acts as a clinical resource to the public health-healthy living team, available for consultation.
- Provides consultation to the inter-professional team.
- Supports research and evaluation of the Towards Flourishing Strategy.
- Supports ongoing program development, implementation and evaluation within the Public Health-Healthy Living program and/or across programs that aim to increase mental health literacy, reduce stigma and discrimination and develop skills and competency to support early intervention.
- Assists in the development of evaluation processes of existing services and new initiatives related to prevention and promotion.
- Identifies and pursues opportunities to build capacity of the community and community organizations to support the mental health of families.
- Engages in ongoing collaboration and communication with the Families First program and other partnering programs (e.g. Mental Health, Healthy Living).
- Facilitates opportunities to integrate mental health promotion, prevention and early intervention for families, into existing programs and develop resources to support these activities (e.g. Families First, primary care providers, Healthy Baby Sites).
- Participates in planning and implementing regional mental health promotion initiatives.
- Maintains efforts to enhance accessibility of mental health services and community resources for families, addressing barriers to access where they exist.
- Supports effective and efficient navigation of the local mental health system, facilitating referrals to services and advocating as needed.
- Participates in cross-program collaboration.
- Develops collaborations and partnerships across various sectors and environments (e.g. Child and Family Services, Parent-Child coalitions, Family Resource Centers, etc.).
- Coordinates and develops linkages between existing health professionals and community groups involved in the provision of supports and services for individuals and families experiencing mental health issues.
- 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. Successful completion of probation.
2. Biannual performance appraisal.
3. Adherence to established standard practices through review of client documentation and program statistics.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Undergraduate degree in a health or social services related field required.
- Maintains a current license in field of expertise as applicable.

### **REQUIRED KNOWLEDGE:**

- Knowledge of maternal and child health principles.
- Knowledge of population health promotion principles, including mental health promotion and prevention strategies.
- Knowledge of the reflective practice model using strength based approach.

### **EXPERIENCE REQUIRED:**

- Minimum of four (4) years related work experience in clinical Mental Health settings and/or Mental Health Promotion.
- Experience in developing and delivering adult education and staff training.
- Experience in community development and multi-sectoral partnerships.
- Experience in Families First home visiting.

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

- Demonstrated ability to work independently as well as in a team environment.
- Demonstrated ability to problem solve in complex situations and effectively manage rapidly changing situations.
- Demonstrated effective written and oral communication skills.
- Demonstrated ability to work with a variety of cultures in a respectful and open manner.
- Demonstrated effective collaboration, negotiation and conflict resolution skills.
- 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.

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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.*