

**JOB POSTING
ANNE JOHNSTON HEALTH STATION**

Position Title: Director, Programs and Planning	Posting Date: April 3, 2017
Term: Locum; 1 Year Maternity Leave (1.0 FTE, 5 days per week); Start Date June 26, 2017	Posting Deadline: April 21, 2017
Job Description: <p>The Anne Johnston Health Station is a community health centre committed to meeting the health needs of people with physical disabilities, seniors, and youth by providing access to interdisciplinary primary health care, health education, health promotion, advocacy, and community development.</p> <p>The Director, Programs and Planning leads, manages and supervises a portfolio that includes health promotion, community development, advocacy and allied health. The Director, Programs and Planning provides strategic leadership to initiatives including but not limited to program planning and evaluation, community partnerships, funding applications, client satisfaction, quality improvement, policy development, accreditation and strategic and operational planning.</p>	
Duties & Responsibilities: <ul style="list-style-type: none">• To provide leadership for the development, implementation, monitoring, and evaluation of health promotion programs.• To lead, supervise, and coach staff to meet required needs of programs and community partnerships.• To assist in budget preparation and monitoring of program revenues and expenses.• To ensure the collection of appropriate and accurate data for funder accountability requirements and decision making.• To establish and maintain networks and partnerships with agencies and community groups.• To assist in operational planning and policy development and to ensure implementation in respective areas of responsibility.• To participate as a member of the management team.• To take an active role in the development and implementation of the strategic plan.	

- To participate fully in interdisciplinary teams and support such teams to meet their goals and objectives.
- To be effective in change management.
- To enhance her/his competence and knowledge relevant to the role by participating in professional development activities.
- To participate in other duties as assigned from time to time.

Skills and Qualifications:

Graduate degree from a recognized university in a relevant discipline with a minimum of three to five years related experience or equivalent combination of education and experience.

Progressive management experience in a community health or social service setting leading and supporting interdisciplinary teams.

Excellent and responsive human resource management, supervision, problem-solving and conflict resolution skills.

Knowledge and experience with service and program planning, development, and evaluation.

Demonstrated ability to work collaboratively and effectively as a leader and as a member of interdisciplinary teams.

High degree of confidence in using and learning information technologies and new software applications, including electronic medical records.

Excellent verbal and written communication skills

Excellent time management and priority setting skills.

This is a non-unionized position.

Application Method

Interested candidates should email their resume and cover letter to: brendam@ajhs.ca by April 21, 2017 at 5:00pm.

No faxes, phone calls, emails, or requests to meet please.

We thank all applicants for their interest but regret that only those selected for an interview will be contacted.

Anne Johnston Health Station is committed to employment equity and encourages applications from women, visible minorities, persons with disabilities and aboriginal people. Accommodations are available upon request for candidates taking part in all aspects of the selection process.