



Rideau Community
Health Services

Your Community Health Centre

EXTERNAL POSTING

Rideau Community Health Services (RCHS) is a non-profit, fully accredited organization that offers primary care and social services throughout Lanark, Leeds & Grenville.

Health care organizations in our region are joining together to deliver more coordinated, seamless care. The **Connected for Care Lanark, Leeds, and Grenville Ontario Health Team** (LLG OHT) includes dozens of local organizations who contribute to the health and well-being of our communities. They are coming together to improve the way health care is accessed and delivered in our region. RCHS is acting on behalf of the LLG OHT to support the implementation of a model of integrated coordinated and accountable care delivery.

RCHS invites applications for the following position:

Position: Executive Lead - OHT

Hours: 1.0 FTE (35 hours/week)

Term: to March 31, 2023

Rate: Range \$108,449-\$127,587 annually
\$59.587-\$70.103 hourly

Closing Date: January 23, 2023

Location: virtual

POSITION SUMMARY & SKILLS REQUIRED: see Job Description attached

Proof of Covid Vaccination (2 doses) required.

Interested individuals should submit their expressions of interest to:

Erin Fleming efleming@rideauchs.ca

All applications are considered confidential.

RCHS is accountable to employees, clients and to the government of Ontario for meeting the standards set by the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") and its regulations. RCHS is an equal opportunity employer, respecting and embracing the needs and diversity of our employees. If you require an accommodation to fully participate in the hiring process, please call 613-269-3400, ext 228.



POSITION TITLE : Executive Lead

DEPARTMENT : Connected for Care Lanark, Leeds, and Grenville Ontario Health Team (LLG OHT)

SUMMARY OF JOB:

The Executive Lead will report to the co-chairs of the Lanark, Leeds and Grenville Ontario Health Team Collaboration Council and will support and enable the leadership of the Connected for Care LLG OHT to develop strategy, key goals, objectives, and timelines to execute on identified plans. This leader will coordinate community engagement processes and the development of internal and external communication plans, as well as provide technical expertise to ensure effective management and coordination of strategic and key business planning processes. The Executive Lead will have strong project management skills and will develop and monitor project plans and timelines to ensure that the work of the LLG OHT meets all internally and externally driven milestones and deadlines. The Executive Lead will provide support, tools, direction, guidance and education to leadership and other key stakeholders on important business initiatives. Other key responsibilities include developing processes to enable collaboration with all LLG OHT members and partners, conducting research, compiling briefings, presentations, and completing data analysis.

The Executive Lead will oversee a core team that provides overall OHT implementation support in the areas of project management, population health management, quality improvement, communications, engagement, and administration. In addition, the Executive Lead will be operationally accountable for the budget as approved by the Collaboration Council.

RESPONSIBILITIES/ACCOUNTABILITIES:

- Lead the LLG OHT strategic planning and community engagement process.
- Develop and monitor project plans and timelines to ensure that the work groups and project committees meet all internal and external milestones. Including the priorities and deliverables as defined by the Ministry of Health and Ontario Health.
- Support the primary care network to engage with the mental health connection, and primary care attachment, digital health and communications workgroups and committees.
- Work with Communications Committee to support the development of materials, such as reports, briefing notes and presentations.
- Coordinate, monitor and report on multi-year business planning.

- Conduct necessary research and environmental scanning to ensure stakeholders have the perspective and information required to make sound business decisions.
- Monitor and report on OHT legislative compliance.
- Provide expertise, feedback and guidance to ensure best practice methodologies are applied to strategic and business planning projects and initiatives.
- Support OHT committees by coaching and assisting project team members and employees of partner organizations.
- Identify, mitigate and assist in managing risks associated with strategic and overall business planning.
- Liaise with other OHT's both within and outside the East region to share lessons learned and support collaborative practices.
- Liaise with Ontario Health/Ministry of Health as directed by the Collaboration Council.
- Support project research, literature reviews and data/information gathering to enhance subject-matter knowledge relevant to the project.
- Supervise and support other OHT Staff and Volunteers
- Liaise with OHT fund holder to manage and control costs within an approved budget.
- Initiate applications for funding and seeks opportunity for additional funding.
- Actively seek opportunities for cost savings and cost avoidance. Pursue effective and efficient work practices to maximize the impact of taxpayer investment.
- Other duties as assigned.

COMMON RESPONSIBILITIES:

- Works in a manner that preserves confidentiality and seeks to minimize risk.
- Incorporates and strengthens collaborative and interdisciplinary teamwork.
- Respects and values the diversity of communities and individuals.
- Maintains competence.
- Promotes awareness of and participates in LLG-OHT activities.
- Contributes to the work by participating in meetings and committees.
- Participates in the efforts to enhance its capacity through staff development.
- Supports and complies with the Occupational Health and Safety policies and procedures.

RISK MANAGEMENT:

- Reducing risk by contributing to a safe workplace
- Working in a manner that preserves confidentiality.
- Adherence to RCHS policies and procedures and relevant legislation, as well as the standards of practice of regulatory bodies where applicable.

QUALIFICATIONS

- 5 years +/- senior leadership, healthcare environment.
- Strong understanding and existing relationships within LLG.
- Masters level training: business administration, health administration or equivalent.
- Project management training and experience (PMP certification an asset).

- Demonstrated change management of large, complex projects including some or all of: strategic planning, digital health, quality and care delivery.
- Adequate knowledge of PHIPA, data sharing agreements and privacy frameworks.
- Demonstrated ability to develop effective reports/presentations for various audiences including clinicians, patients etc.
- Demonstrated leadership, relationship building, motivational change management, innovation, and success in vertical integration across systems.
- Measurement, evaluation, and quality improvement experience.
- Experience both developing and managing budgets and reporting of financial and other metrics.
- Strong understanding of population health and health equity.
- Understanding of various health sectors, provincial healthcare policy and funding mechanisms.
- Excellent interpersonal and written communication skills, tact, and diplomacy.

OTHER

- Ability to work flexible hours based on program needs
- Valid Driver's license
- Proof of COVID-19 vaccination
- Canadian criminal record check and a vulnerable sector check that are satisfactory to RCHS