

Managerial Responsibilities Related to Staff Supervision

1. Operational planning, implementation and evaluation of the designated Ontario Public Health Programs and Health Unit Strategic Directions at the team level and/or agency level based upon best practices
2. Promotion of Health Unit programs and services outside the Health Unit; liaising with external stakeholders, community partners, etc. create and sustain meaningful community partnership to further program work
3. Workload management – division of work according to skill sets, scheduling, regular meetings to confirm priorities and timelines, receive reports on work done, discuss problems, give feedback and support, review and evaluate programs and services, set new goals, prepare board reports
4. Staff development and performance management – conduct regular performance appraisals of staff members, identify professional development opportunities, determine learning needs, provide feedback, assist staff in developing personal development and work goals.
5. Keeping all staff informed of what’s happening in public health locally, provincially, nationally and internationally and are kept apprised of key local resources and supports
6. Staff support – respond to staff concerns, resolve personnel issues; act as a conduit for staff to address health unit-wide issues; support staff in dealing with conflict/concerns with external clients.
7. Review and update team and work procedures as changes occur – contribute to the development of new policies and procedures for the service area or organization. Establish mechanisms on their team for continuous monitoring of organizational processes.
8. Provide leadership in communication and managing change. Keep individuals and teams informed in a variety of ways (face-to-face individually or in teams, voicemail, email, notices, etc.) – receiving communications from senior management and interpreting them for their staff in their particular circumstances – updating staff on all matters outlined in #6 and #7 for new or transferred staff
9. Staff changes – final performance reviews and references, temporary work arrangements, recruitment process including input into preferred qualifications, selection panel, interview and other assessment tools
10. Orientation and on-the-job training for new / transferred staff joining the team:
 - a. Application of Administrative Policies, Service Area policies and team policies, including Privacy and Confidentiality
 - b. Orientation to public health for new staff
 - c. Procedures associated with (a); team procedures; individual work procedures
 - d. Health and safety – identification of risks for staff member, instruction and documentation regarding safe practices to avoid or mitigate the risk and reduce potential harm – where to find info – Fire Safety procedures

- e. Ergonomics at work – workstation setup, safe lifting/carrying practices, equipment availability and use, where to find info
 - f. Incident reporting – typical examples for team – procedures, including WSIB forms and role of OHS Committee
 - g. Customer service approach, including accessibility under AODA related to programs and services provided
 - h. Records Management
11. Create and maintain a positive team culture. In addition orient staff to culture of the service area, health unit (Code of Conduct, Service Area Principles, etc., professional practice guidelines, best practices)
 12. Take responsibility for identifying and addressing disciplinary issues, communication of issues, progressive discipline in consultation with HR, follow-up with staff, documentation, consultation with Director regarding discipline decision
 13. Assist in establishment of program budgets, approve expenditures and monitor progress. Ensure program stay within approved budget.