

## **JOB POSTING**

**Hub and Satellite Manager, Bathurst- Finch Site**

**Permanent, Full-time – 35 hours per week (1 FTE)**

**\$79,576 to \$93,618 per annum (commensurate on experience & education)**

Unison Health and Community Services is a non-profit, community-based organization that serves neighbourhoods in North West Toronto. Operating out of six locations, Unison offers core services that include primary health care, counselling, health promotion, Early Years programs, legal services, harm reduction programs, housing assistance, adult protective services, Pathways to Education™ and a Diabetes Education Program. Unison's mission is working together to deliver accessible and high quality health and community services that are integrated, respond to needs, build on strengths and inspire change.

Unison Health and Community Services is committed to working from an inclusive, pro-choice, sex positive, harm reduction, anti-racist, anti-oppression and participatory framework.

Unison Health and Community Services is seeking an experienced professional to join its team. Reporting to the Senior Director Primary Health Care. The position manages a team including Physicians, Nurse Practitioners, Nurses, Social Workers, Case Coordinators, other allied health professionals, community engagement workers and Hub Receptionist.

### **Job-Specific Responsibilities:**

1. Manages the day-to-day operations and activities of the hub staff and Unison staff located at the Bathurst-Finch site.
2. Ensures a multi-disciplinary approach to primary health care, community and health promotion programs and Diabetes Education by facilitating sharing of information.
3. Ensures programs are staffed effectively and delivered optimally through recruitment, selection, training, productivity monitoring, and performance management of staff.
4. Coordinates the orientation, development and training of program-specific staff.
5. Coordinates the work and schedules of team members.

6. Manage clinical team for Home Bound Program.
7. Conducts regular meetings of staff team, and provides staff support for meetings of hub partner agencies and all hub staff.
8. Participates in team and cross-functional meetings and committees, initiatives and events to ensure alignment and maximize collaboration.
9. Provides leadership for program planning, monitoring and evaluation, including data collection.
10. Participates in program planning in collaboration with hub partners and other organizations/institutions in the neighbourhood, in response to community needs.
11. Represents Unison and the hub at external tables such as United Way Toronto's hub leads group.
12. Responsible for the technical/administrative support and system structures to ensure efficient operations within area of responsibility, ensuring staff have what is needed to provide optimal services.
13. Supports the Senior Directors with the preparation of proposals, budgets and reports.
14. Coordinates the ordering of supplies, equipment and resources for the team.
15. Manages budgets related to programs and services in scope.

**Job-Specific Qualifications/Key Knowledge and Skills:**

1. An undergraduate degree in nursing, health administration, allied health or other relevant discipline, or a combination of educational preparation and relevant experience.
2. 2-3 years of clinical experience preferred, or other relevant front-line experience.
3. 3-5 years of management experience in healthcare and community organizations.
4. Skill and experience in supervision, teamwork/team building, conflict management and a commitment to staff development.
5. Ability to build effective relationships and work productively in a multidisciplinary team environment.
6. An understanding of the multi-disciplinary nature of community health issues.
7. Effective critical thinking, decision making and problem solving skills within a fast paced, complex and continually changing environment.
8. Proven ability to develop and sustain positive and productive inter-organizational partnerships.

9. Demonstrated partnership building experience.
10. Excellent presentation and computer skills.

### **Core Organizational Competencies:**

1. **Alignment:** The ability to develop and communicate goals in support of Unison's mission.
2. **Achieving results:** Effectively managing internal and external resources to achieve organizational goals.
3. **Providing motivational support:** Skill at enhancing others' commitment to their work.
4. **Fostering teamwork:** Interest, skill, and success in getting groups to learn to work together cooperatively.
5. **Empowering others:** Conveying confidence in employees' ability to be successful, especially at challenging new tasks; delegating significant responsibility and authority; allowing employees freedom to decide how they will accomplish their goals and resolve issues.
6. **Developing others:** Willingness to delegate responsibility and coach them to develop their capabilities.
7. **Managing performance:** Taking responsibility for one's employees' performance, by setting clear goals and expectations, tracking progress against the goals, ensuring feedback, and addressing performance problems and issues promptly.
8. **Managing change:** Demonstrating support for innovation and for organizational changes needed to improve the organization's effectiveness; helping others to successfully manage organizational change
9. **Building collaborative relationships:** The ability to develop, maintain, and strengthen partnerships with others inside or outside of the organization who can provide information, assistance and support.

Interested candidates are asked to email a résumé with covering letter by Tuesday, September 21, 2021 at 4:00 p.m. to:

Hiring Committee – Hub and Satellite Manager

Unison Health and Community Services

[hirings@unisonhcs.org](mailto:hirings@unisonhcs.org)

**Please cite UN\_2021\_038 in the subject line of the email.**

We welcome applications from people who are reflective of the diverse communities we serve, including those who might need accommodation.

Where needed, accommodations for applicants with disabilities will be provided, on request, to support their participation in all aspects of the recruitment process.

Please note that due to the volume of applications, only those applicants selected for interviews will be contacted.