



# WINNIPEG REGIONAL HEALTH AUTHORITY POSITION DESCRIPTION (Non-Management)

**DATE:** August 15, 2017

**POSITION TITLE: PROGRAM SPECIALIST – HEALTHY SEXUALITY AND HARM REDUCTION**  
**(Local TBD)**

**JOB CODE: 30001067**  
**UNION: MGEU**

**DEPARTMENT: POPULATION AND PUBLIC HEALTH - COMMUNITY HEALTH SERVICES**

**SUPERVISOR'S TITLE:** Team Manager - Healthy Sexuality and Harm Reduction

## EDUCATION:

- Undergraduate degree in a relevant discipline (e.g. health, education, social sciences) required.
- Master's degree in a relevant area is strongly preferred (e.g. Master of Science Degree in Epidemiology, Community Health Sciences, Public Health).

## EXPERIENCE:

- Four years related work experience required in the areas of population health, health promotion, community development, collaborative intra- and inter-sectorial partnerships, research, program development, evaluation or policy development.
- Applied knowledge of sexual health and harm reduction required.
- A sound understanding of primary healthcare, population health, public health, epidemiology, communicable disease prevention and control, and health promotion.
- Excellent oral communication skills including, group facilitation, consistent ability to express ideas effectively and maintain high functioning relationships.
- Excellent written communication skills including, writing reports and successful completion of funding and project proposals.
- Experience in developing and maintaining excellent working relationships with a broad range of individuals and organizations, including the ability to facilitate, collaborate and resolve conflict.
- Experience and skill in assessment and synthesis of literature as applied to practice, program and policy.

- Experience in leadership, change management and team building.
- Superior organizational skills including the ability to plan and manage multiple projects.
- Effective use of the principles of adult learning.
- Use of web-based and personal-computer based software including Microsoft Word, Excel and PowerPoint.

**OTHER:**

- Physically capable of providing service in a wide variety of community settings under varying weather and environmental conditions.
- Access to a reliable motor vehicle suitable for all environmental conditions.
- Acceptable Child Abuse Registry check and Criminal Record check.
- Subject to immunizations and tuberculin testing as per Winnipeg Regional Health Authority (WRHA) Policy.
- Adheres to all safety and health regulations and safe work practices.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

**LICENCES, DEGREES, REGISTRATIONS:**

- Current registration in good standing with professional organization or current license in field of expertise preferred.

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**MAIN FUNCTION:**

Reporting to the Team Manager of Healthy Sexuality and Harm Reduction (HSHR), the Program Specialist is responsible for applying key knowledge and critical thinking skills related to public health sciences; applying skills to assess and analyze information; planning, implementing and evaluating policies, programs and practice in public health; working with others to improve the health and well being of the public; interacting effectively with diverse individuals, groups and communities; communicating effectively; providing leadership in preventive health services; and demonstrating professional responsibility and accountability.

**Responsibilities of the HSHR Program Specialist:**

**Provide leadership to develop projects and programs to reduce the burden of sexually transmitted and blood borne infections (STBBI) in the context of healthy sexuality and harm reduction.**

- Identify and develop funding and research opportunities, including writing proposals
- Lead and contribute to social marketing initiatives
- Lead and contribute to conferences
- Manage projects
- Lead and participate in quality improvement initiatives

**Stimulate and support effective community partnerships and support key relationships, policies, research and programs within and outside of the Winnipeg health region.**

- Stimulate and contribute to partnerships within and outside of the WRHA, involving relevant sectors (e.g., addictions, education, corrections) in planning and evaluation
- Develops partnerships with researchers and funders within and outside of the WRHA
- Coordinate and support strategic partnerships focusing on policy, partnerships, program, research and practice. These may be within the health region, provincial, national or international.
- Strategically build support and contribute to formal and informal networks and collaborations that promote STBBI prevention and control.
- Coordinate and support the development of community driven networks and projects, particularly with populations disproportionately affected by STBBI and drug related harms.
- Support culturally effective approaches to STBBI prevention and harm reduction
- Coordinate and manage formal relationships.

**Work with and affect systems within the health region to diminish STBBI and drug use related harms and address the determinants of health of disproportionately affected populations.**

- Retrieve and synthesize relevant information for diverse populations
- Develop briefing notes, program monitoring reports
- Lead, contribute and writes plans for program region and partners
- Utilize networks to develop, retrieve and synthesize information
- Produce status reports (e.g., program specific, regional)
- Produce evidence summaries
- Develop and deliver presentations

**Support and lead the health region and partners in policy development, program planning and evaluation in the context of healthy sexuality and harm reduction**

- Lead and support the health region and partners in policy development
- Lead and support planning and evaluation within the health region
- Lead and support service area communication plan
- Respond to media and public enquiries

## **ILLUSTRATIVE EXAMPLES OF ACTIVITIES OF POSITION:**

### **Public Health Sciences: Applies Key Knowledge and Critical Thinking Skills Related to the Public Health Sciences**

- applies knowledge about the health status of populations, health inequities, determinants of health and illness, principles of primary healthcare, strategies for health promotion, disease and injury prevention, health protection, harm reduction and factors that influence delivery and use of health services.
- applies knowledge about the history, structure and interaction of healthcare services at local, provincial/territorial, national, and international level; in particular as it relates to prevention and control of STBBI and STBBI outbreaks in the context of healthy sexuality and harm reduction.
- applies public health sciences to practice by synthesizing knowledge from a broad range of theories, models and frameworks.
- finds and applies evidence and research to inform health policies, programs and practice in the context of public health theory.
- pursues lifelong learning opportunities in the field of public health as it relates to current public health practice, new and emerging issues and the changing needs of the population.

### **Assessment and Analysis: Applies Skills to Assess and Analyze Information**

- uses epidemiological evidence to prevent and control STBBI in the context of harm reduction and sexual health.
- identifies and assists the organization and its partners to adopt leading practices.
- identifies relevant and appropriate sources of information, including community assets and resources.
- collects, stores, retrieves and uses accurate and appropriate information about public health issues.
- assesses the health status and functional competence of groups, communities or populations within the context of their environmental and social supports.
- analyzes information, considering the current ethical, political, scientific, socio-cultural and economic contexts to determine appropriate implications, issues, gaps and limitations.

- recommends specific strategies, policies, programs and practice based on the analysis of information.

**Policy and Program Planning, Implementation and Evaluation: Plans, Implements and Evaluates Policies, Programs and/or Practice in Public Health**

- describes selected policy, structural and program options to address specific public health issues.
- describes the implications of each option, especially as they apply to the determinants of health and recommends or decides on a course of action.
- develops a plan to implement a course of action taking into account relevant evidence, legislation, regulations and policies.
- implements a policy or program and/or takes appropriate action to address specific public health issues in communities, across communities and across the region.
- provides services using the problem solving process: assessment, planning, implementation and evaluation, based on evidence-informed decision making.
- collaborates with and refers to other service providers and experts as needed.
- evaluates strategy, policy, program or practice.
- sets and follows priorities, and maximizes outcomes based on available resources.
- participates in planning, implementation and evaluation of responses to a public health emergency or disaster.

**Partnership, Collaboration and Advocacy: Works with Others to Improve the Health and Well-being of the Public through the Pursuit of Common Goals**

- develops, maintains and leads excellent working relationships with a broad range of individuals, organizations and government; coordinating and collaborating in partnership within and outside the health sector.
- develops partnerships with researchers and funders within and outside of the WRHA.
- engages in inter-professional practice.
- builds partnerships, coalitions and networks by using community development approaches and skills such as team building, negotiation, conflict management and group facilitation.

- mediates between differing interests in the pursuit of health and well-being, and facilitates equitable access to resources.
- advocates for healthy public policies and services that promote and protect the health and well-being of individuals and communities.
- involves individuals, groups and communities as active partners to identify assets, strengths, and available resources and to take action to address health inequities, needs, deficits and gaps.

**Diversity and Inclusiveness: Interacts Effectively with Diverse Individuals, Groups and Communities**

- addresses population diversity when planning, implementing, adapting and evaluating public health services and policies.
- applies culturally-relevant and appropriate approaches with people from diverse cultural, socioeconomic and educational backgrounds, sexual minorities, and persons of all ages, genders, health status and abilities.
- uses harm reduction approaches when appropriate.

**Communication: Communicates Effectively with Individuals, Groups, Communities and Colleagues**

- communicates with professional, non-professional and community audiences verbally and in writing.
- connects with individuals and communities by using professional and respectful communication skills, and appropriate media.
- facilitates groups, makes presentations and applies the principles of adult learning in education.
- coordinates and facilitates social marketing campaigns and professional learning opportunities.
- uses current technology to communicate effectively.

**Leadership: Provides Leadership Mainly in Primary and Secondary Prevention Health Services in a Variety of Settings**

- contributes to and leads the development of key values and a shared vision in planning and implementing public health programs and policies in the community.

- contributes proactively to the quality of the work environment by identifying needs, issues and solutions; mobilizes colleagues and actively participates in team and organizational structures and mechanisms.
- manages and supports organizational and systems change.
- systematically evaluates the availability, accessibility, acceptability, quality, efficiency, and effectiveness of current policies, partnerships, programs and practices.

**Professional Responsibility and Accountability: Builds Capacity, Improves Performance and Enhances the Quality of the Working Environment**

- applies the mission, vision, values and priorities of the WRHA in practice.
- uses public health ethics to manage self, others, information and resources and practice in accordance with all relevant standards, legislation and codes of ethics.
- contributes to maintaining individual and organizational performance standards and a healthy, respectful and responsive workplace and organization.
- builds capacity by sharing knowledge, through participation in professional development and practice development activities, providing constructive feedback to colleagues, and participating in research and quality assurance initiatives.
- mentors students, orients new staff, and supervises volunteers.
- completes and submits statistical information, reports and forms according to regional policy.
- adheres to established policies and procedures.
- takes preventive, as well as corrective action individually or in partnership with others to protect individuals from unsafe, incompetent, or unethical circumstances.
- responsibly uses and maintains equipment and supplies.