

### Advice of Position Vacancy

<b>Date:</b>	February 23, 2022
<b>Position title:</b>	Day Health Program Manager
<b>Posting number:</b>	2022-06
<b>Status:</b>	Permanent full time
<b>Closing date:</b>	Position remains open until filled. Please send your resume and cover letter to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a>

The Dr. Peter AIDS Foundation provides compassionate HIV care for people living with significant health and social issues including mental illness, trauma, addictions, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

**Position Summary:** The Day Health Program Manager is responsible for the management of the Day Health Program; ensuring that the services are in line with the goals of the program. This is a clinical lead position and expected to provide direct care services as well as managing the resources assigned to the program.

#### Key Responsibilities

- Leading an interdisciplinary team to provide a broad range of services specific to adults with complex health and social needs;
- Manages the admissions and discharges; assigns case loads to clinical team;
- Directly supervises Day Health clinical staff – Nurses, Art Therapists, Recreation Therapists, Counsellors, Music Therapists and Indigenous Cultural Consultants, including scheduling staff and managing leaves and participates in the hiring and orientation of new staff;
- Responsible for the management of specific clinical service spaces, including art studio, music studio, fitness room, counseling rooms and general day health areas;
- Liaises with other departments; attending program and organization meetings as required;
- Participates in the program evaluation and quality improvement initiatives;
- Participates in program development and project implementation; attending team evaluation meetings specific to these projects;
- Manages the budget related to staffing, equipment and supplies;
- Supports the inclusion and supervision of students;



- Supports volunteers within the program;
- Performs other related duties as assigned/required including providing discipline specific clinical service when required.

**Education, Qualifications and Experience:**

- Masters or equivalent Degree in a clinical discipline;
- Supervisory skills and experience in supervision
- Experience in managing a multidiscipline team (asset)
- Advanced oral and written communication skills;
- Demonstrated relationship building and time management skills;
- Ability to work well with ever changing priorities and situations

**General Working Conditions:**

This is a full time, salaried position. Flexibility with hours and days is a necessity.

**COVID-19 Restrictions**

The Dr. Peter AIDS Foundation is a long term care facility that is subject to the Single Site Order (SSO) issued by the Provincial Health Officer in response to the COVID-19 pandemic.

**Note:** We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.