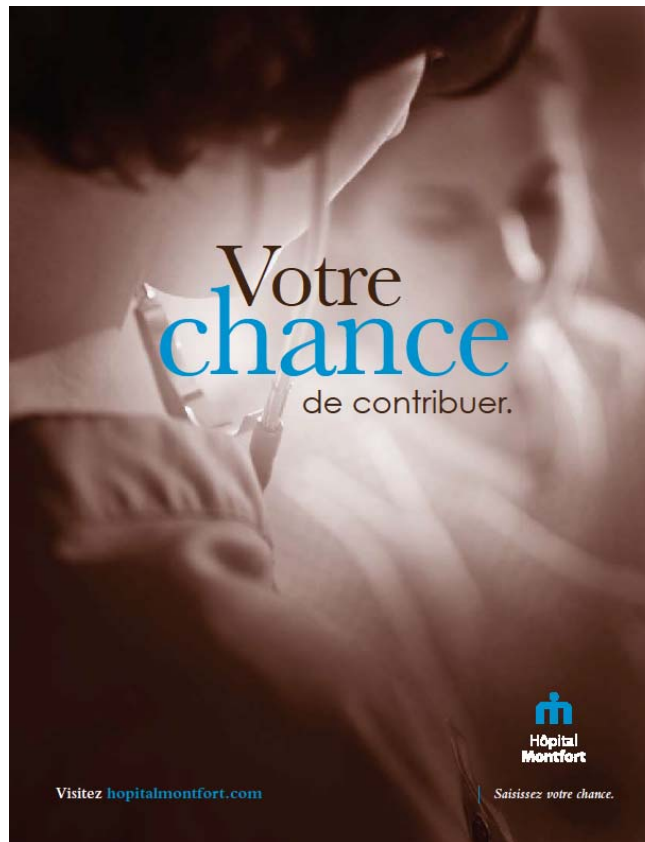




# Hôpital Montfort

Position Specification

## DIRECTOR, MENTAL HEALTH



**TO APPLY OR OBTAIN FURTHER INFORMATION PLEASE CONTACT:**

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## **ORGANIZATIONAL PROFILE**

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Ottawa's Montfort Hospital, a Franco-Ontarian health leader, is a university health centre recognized for the quality of its primary and secondary care, its sound management and its mandate of clinical training and population health research. Particularly mindful of its obligations and responsibilities in terms health care self-sufficiency for Franco-Ontarians, the hospital provides clinical training in French to medical students and to students in approximately 50 other related disciplines. The major part of a large expansion and transformation project, valued at close to \$300 million and doubling the floor space and number of hospital employees, has been completed. The organization is ready for the next stage of the New Montfort in which the vision and values support the development of a culture of excellence.

## **POSITION DESCRIPTION**

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**POSITION TITLE:** Director, Mental Health

**REPORTS TO:** Vice-President, Clinical Services

**LOCATION:** Ottawa, Ontario

**SCOPE:** You are responsible for providing quality care to patients in accordance with best practices and for managing the hospital and ambulatory services for which you are responsible. You also work in close collaboration with your coordinators and with medical leaders.

Reporting to the Vice-President, Clinical Services, you are responsible for meeting administrative and clinical objectives in your department.

The essential role of this position is to be a leader in the delivery and continuity of care, to ensure implementation of the organization's operating plan and to effectively, efficiently and consistently manage the available resources and the care processes in your department in a changing environment. You also take on a leadership role and an agent-of-change role with regard to care and service delivery methods in accordance with best care practices.

## **CANDIDATE PROFILE**

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### **MAIN RESPONSIBILITIES:**

#### **1) Care and service delivery and management**

- Leadership/agent of change
  - Looking for new care delivery models/concepts and services for improving performance and care and service quality
  - Being accountable to his/her immediate supervisor for care delivery projects/mandates assigned
  - Taking initiative and ensuring development and implementation of authorized changes affecting the organization
  - Assuming a leadership role in recruitment, development, mobilization, motivation and maintaining a qualified staff in an environment that promotes quality of life in the workplace
- Delivering quality care and service
  - Ensuring that quality services are delivered in accordance with best practices and taking into account professional standards, certification standards, complaint management, clinical quality and resource indicators, performance indicators and access to services
  - Ensuring that standards and rules pertaining to his/her department are enforced

#### **2) Operations management**

- Planning, organizing, controlling and evaluating activities in his/her department and ensuring that the program and service operating plan is implemented
- Recommending to his/her supervisor any changes or additions to policies and procedures
- Taking into account standards in interdisciplinary care, certification and patient satisfaction, as well as performance and care quality indicators, with a view to ensuring leadership in care delivery

#### **3) Resources**

- Participating in resource planning under the operating plan
- Analyzing and managing financial, human and material resources in his/her department in collaboration with the coordinators and department heads and in accordance with the operating plan
- Set goals for his/her department in relation to the 2011-2015 strategic plan and the goals of the Department of Clinical Services in close cooperation with his/her managers.
- Consulting and informing his/her immediate supervisor on functional and operational financial implications for any new projects and recommending strategies for improving the effectiveness and efficiency of care delivery
- Ensuring that assigned projects are implemented and monitored
- Developing and maintaining analytical tools for facilitating decision making (financial, workload, etc.)
- Evaluating financial priorities in his/her department and drawing up a budget while making sure to meet the parameters set by his/her immediate supervisor
- Analyzing financial, management and resource use statistics, interpreting deviations and implementing corrective measures

#### 4) Program and service development

- Participating actively with the interdisciplinary team in developing new programs and services
- Overseeing the development of functional programs arising from these and leading the teams in implementing and fulfilling mandates

#### 5) Continuing education

- Ensuring that the required follow-up is given to training following identification of continuing education and professional development needs in the department
- Encouraging and facilitating people's participation in training sessions
- Taking charge of his/her own personal development

#### 6) Academic mission

- Supporting and facilitating health professional internships offered by academic institutions
- Encouraging staff to enhance their education

#### 7) Research

- Supporting and facilitating research programs for management and encouraging participation from all departments

#### 8) Community relations

- Sitting on regional committees concerning his/her department
- Acting as a liaison and information officer between internal and external stakeholders
- Informing his/her immediate supervisor about works in progress and about follow-up on these in terms of results

#### 9) Communication link

- Acting as a leader in communicating organizational values; helping to define organizational culture
- Acting as a skills development coach to his/her coordinators

#### 10) Miscellaneous

- Establishing effective coordination and communication mechanisms in his/her department
- Attending management meetings; acting as an advisor in the pursuit of organizational and management objectives
- Comply with the *Occupational Health and Safety Act* and its Regulations as well as with the hospital's policies.
- Promote a safe and healthy environment within the scope of his/her duties for the delivery of patient care and participate actively in a culture focused on excellence and patient safety.
- Taking charge of any other mandates assigned by the Vice-President, Clinical Services

## EXPERIENCE

- Five (5) years' relevant personnel management experience
- Five (5) years' relevant clinical experience

## EDUCATION

- Bachelor's degree in nursing science
- Master's in a health care discipline or project management

## LANGUAGE REQUIREMENTS

- Proficiency in French and English (oral and written)

## SKILLS AND ABILITIES

- Excellent skills in managing, planning, organizing and delivering complex projects and clinical programs
- Human and financial resource management skills
- Recognized leadership in problem solving and interpersonal relationships
- Effective oral and written communication skills
- Team player
- Computer skills

## ***LOCATION: OTTAWA***

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Ottawa, Canada's capital sits on the border between the provinces of Ontario and Quebec in central Canada. It was made capital of the British colonial Province of Canada in 1857 and is described as one of the most beautiful capitals in the world. A population of over 1.2 million makes the Ottawa region the fourth-largest urban area in Canada. A thriving international technology and business centre and world class tourism and convention destination, Ottawa is also rich in culture and heritage with its many national institutions, parklands, waterways and historic architecture. It is home to a large number of foreign embassies and is a recognized centre for both academics and professional training.

Mercer Human Resources International recently placed Ottawa 18th in a survey of 200 cities worldwide for best quality of life. Another study by Mercer found that Ottawa is the least expensive major city in which to live in North America.

Languages spoken include English (50%), French (32%) and a host of other languages including significant capabilities in Spanish, Italian, Portuguese, Chinese and Arabic.



Ottawa contains far more natural and undeveloped space than most cities of its size, and provides easy access to hiking, biking, skiing and other activities in the surrounding areas. The city houses more than 900 parks, 3 supervised beaches, 79 outdoor pools and more than 300 sports fields. In the colder months, Ottawa offers over 400 skating rinks as well as the Rideau Canal, which becomes an 8 kilometer long skating rink every winter.

The city experiences four distinct seasons; summer, spring, fall and winter. Summers are warm and humid in Ottawa. Spring and fall are variable, at times prone to extremes in temperature and unpredictable swings in conditions. Snow and ice are dominant during the winter season.

## **STEPS IN THE SEARCH PROCESS**

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### **1. Application:**

Communicate your intention to be considered by forwarding your resume and cover letter to Renaud Foster, as indicated above.

### **2. Assessment and Interviews with Renaud Foster:**

Each resume is reviewed and assessed against the job description criteria. Candidates with the strongest match to the client's needs will be screened by telephone. If further details are required, candidates may be invited for a face-to-face interview.

### **3. Presentation to the Client:**

Based on the interviews, each candidate's interest, and their experience and skill sets match to the job description, candidates are presented to the client. The Client will select from this list of candidates those they wish to invite to a formal interview. Typically 3 to 4 candidates are invited to an interview. Whether selected or not, all candidates will be notified of their status at this point.

### **4. Formal Interview with the Client:**

Once the selection of candidates has been made, the consultant will contact the short-listed candidates with a date, time and location for the interviews.

### **5. Selection and Offer:**

Following the interviews with the Client, and selection of a candidate, Renaud Foster will discuss the parameters of an offer to the candidate. Once the terms and conditions of the offer are accepted in principle by both parties, the client will prepare and present the formal written offer to the candidate.