

JOB DESCRIPTION

Section 1 - Identifying Data

Position Title: Assistant Deputy Minister,
Continuing Care
Position Number: 101299

Department: Health and Social Services
Branch: Deputy Minister's Office
Location: Whitehorse

Supervisor's Title: Deputy Minister, Health and
Social Services Department
Date Completed: October 12, 2017

Medical Clearance Required: Yes / **No**
Security Clearance Required: **Yes**

Section 2 - General Summary (main purpose of position)

As a member of the departments' executive team and within broad policy and organizational parameters, the position is responsible for leading the development and implementation of appropriate Continuing Care programs and delivery mechanisms for all Yukoners. These programs cover a full range of care facility operations including: dementia care, extended care, hospice palliative care and mental health programming, respite care and short term assessment and stabilization. The programs also cover Home and Community Care services that include: home care and home support, palliative care resource team, centralized intake and assessment and a regional therapies team. The incumbent also oversees the administration of special federal funding for targeted continuing care services in Yukon. They are accountable for assuring the Programs and mechanisms directly meet clients needs so they can achieve the greatest degree of independence, well-being and health possible; are culturally appropriate; assist in fostering the development of community controlled service delivery; are resource effective; and contribute toward the wellness of all Yukon residents.

Section 3 - Principal Duties and Responsibilities (5 to 10 of the most important)

1. Leads, directs, manages and oversees the development, implementation and evaluation of Continuing Care's goals, objectives, plans, policies and programs which support the provision and integration of a full range of health, continuing care and social service services to Yukon citizens.
2. Translates government and department policy, direction and statements into strategic direction for division Directors who develop program, policy and initiatives to ensure that their branch activities support and assist the department and government in meeting its goals and objectives. Leads and oversees the establishment, maintenance and enhancement of strategic and operational program plans for the Continuing Care division and the department.
3. Advises the Deputy Minister on program/policy alternatives and innovations in order to enhance the effectiveness and efficiency of programs and to lessen negative implications or conflicts, which may arise within areas of responsibility and for the department as a whole. Provides advice and support to the Deputy Minister on all current and proposed Continuing Care Services legislation, policy and program matters, as well as on the impact of current and proposed legislation, policy and program operations of other departments and governments which may impact on Continuing Services programs and service delivery, in order to ensure that the department fulfills its stated and implicit mandates.

4. Participates as a member of the Departments senior management team. This position plays a key role in the decision making process relating to programming and resource allocation and strategic direction for the Department. and contributes to corporate goals and shares ideas, concepts and responsibility for departmental plans and outcomes. Ensures integration and collaboration within the department, Continuing Care Division, as well as across government departments and community agencies.
5. Directs and manages the Continuing Care Services Division to ensure efficient and effective delivery of quality support and services to the department and government as a whole, including development of division plans, budgets and human resource management plans and strategies. This includes the creation of new policies, programs and services to ensure that programs and proposals are evidence based and align with evidence supported practice. It also includes continuous review of opportunities for innovative solutions and alignment of service delivery within northern remote context.
6. Directs the preparation of plans and budgets to ensure the efficient operation of government initiatives, program and services within the Continuing Care Division. This includes the preparation and maintenance of the divisions and department's O&M and Capital plans and budgets and ensures that expenditures and variances are properly tracked and controlled, manages discretionary costs once budgets are approved and forecasts current and future financial requirements.
7. Negotiates implements and monitors framework and specific agreements with the Federal Government, First Nations, Non-Governmental Organizations and other entities on the delivery of Continuing Care Services.
8. Participates in senior level committee activities within the Department and outside the Department, including representing the Deputy Minister where required and providing senior level assistance and expertise to departmental/interdepartmental/inter-jurisdictional committees as required.
9. Provides senior level advice to the Deputy Minister, Minister, Cabinet and its Committees on all relevant matters and provides senior level liaison, as required, with other governments, private and public organizations, and Yukon First Nation organizations.

Section 4 – Contacts (describe the working relationships associated with the job)

- Regular contact and collaboration with the Deputy Minister and senior management team to exchange information, exchange ideas, provide advice, develop strategic plans, budgets and initiatives and active participation in the management of the department and to resolve problems.
- Contact with Deputy Minister, and Minister to provide briefings, advice on policy and program priorities/issues, and support of budget estimates and supplementary budgets in the Legislature.
- Regular contact with senior Federal/Territorial/Provincial/First Nations government and agency executives to exchange information, negotiate agreements, coordinate complimentary activities, develop Canada-wide policy, discuss division of powers, problem solve for major issues within the purview of the Health Services mandate and delivery of health services to Yukoners.

- Contact with senior management within the Yukon Government to exchange information and to investigate and recommend course of action through special interdepartmental and inter/jurisdictional Committees and task forces.
- Contact with representatives of special interest groups to exchange information and discuss budget and programming requirements.
- Contact with media to inform and exchange information regarding division programs and services.

Section 5 - Specific Accountabilities (describe the expected end results of the job, i.e. why does it exist, what purpose does it serve?)

- Decisions of this position directly and significantly impact the directions, approaches, achievements and results obtained by all branches/units of the Division, Department and government
- The provision of a wide range of appropriate health services to all Yukoners and/or specific to targeted needs, within a multi-lateral division of authority and responsibility (Territorial, First Nations, Federal and community based authorities).

Section 6 – Budget

1. What is the annual budget under the direct control of the position? **NOTE:** usually **only** applies to positions at the director and assistant deputy minister level

Fiscal Year	
Annual Payroll	\$40,000,000
O&M (excluding payroll)	\$8,000,000
Capital (excluding payroll)	\$50,000,000
Revenues	\$2,500,000
Recoveries	\$5,000,000

2. For positions that have an influence on expenditures and/or revenues, provide examples and describe the position's influence.

The incumbent coordinates and participates in the negotiation of federal-territorial and First Nations cost share agreements.

Through interdepartmental activities and central planning processes the incumbent may influence expenditures, priorities and decision-making in other areas such as the Yukon Hospital Corporation, Justice, and Community Services.

Section 7 - Working Environment (describe the normal working conditions of the position - e.g. physical effort, exposure to hazards, mental / physical disagreeableness – as well as the procedures, equipment etc. that are in place to mitigate / avoid such conditions)

Travel to meetings with Federal, First Nations and/or Provincial Senior Executives is a normal function of the work. Expected 2-4 meetings with Federal Officials, approximately 2-3 days/trip; 6-10 meetings with First Nations and community representatives approximately 1 -2 days/trip.

Section 8 - Signatures

Director, Human Resources: Signature: Date:	Deputy Minister: I approve this job description as being representative of the work required to be performed, and confirm that the necessary authorities have been delegated to the position. Signature: Date:
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Section 9 – Organization Chart (use the tool in Word to add / delete boxes to the chart below, or create an organizational chart in another program, e.g. Org Plus)

