



JOB POSTING

Bilingual Health Planning Officer - French Language Services (Full Time)

Entité 4 is one of six French Language Health Planning Entities created by the Ontario Ministry of Health and Long-Term Care. Its mandate is to ensure planning for health care services in French and to advise the Central, Central East and North Simcoe Muskoka Local Health Integration Networks (LHINs) in order to improve access to quality health care services in French for the francophone population of its catchment area.

Entité 4 is seeking bilingual candidates motivated to contribute to the growth and flourishing of Francophone communities of Ontario, with a great ability to work collaboratively with Francophone and Anglophone partners to advance French language health services in four priority sectors identified by Entité 4 in its strategic plan: primary care and chronic diseases, mental health and addictions, home and community care, and palliative care. Furthermore, the incumbent will be asked to develop French language services within the public health sector.

Job Description

The Planning Officer, in close cooperation with management, team members and partners, is responsible for planning French Language health services within the territory covered by Entité 4.

In a systemic environment, the Officer works closely with LHIN planners and French Language Services Coordinators, health service providers and related stakeholders, francophone community organizations, as well as other partners within the territory, in order to validate data regarding health needs of the community and availability of French health services, as well as support projects to enhance these services.

Namely, the Planning Officer provides specialized advice to the LHIN regarding French language health services. Recommendations to the LHINs will be based on the incumbent's knowledge of the community demographics, profile and needs, while considering guidelines, opportunities and constraints of the local health system.

The incumbent will provide excellent support and guidance to identified and designated health service providers in developing French language services and address any information requests related to the designation process. As well, the incumbent will assist in assessing organizational capacity to offer these services.

Using a collaborative approach, the incumbent will actively participate in analyzing and assessing French Language Services Reports submitted annually to LHINs and will provide

support in identifying next steps involved in implementing conditions conducive to the development of services. Thus, the incumbent will support the provider in developing a plan to improve French Language Health Services according to local needs, existing services and identified gaps.

The Planning Officer will be called upon to utilize project management processes to deliver short, medium and long-term impacts on the healthcare system.

The Planning Officer is also responsible for efficiently creating and managing workgroups devoted to a specific healthcare sector or geographical zone.

Upon request, the incumbent will be called upon to actively participate in developing and implementing community engagement activities with members of the community and other community partners in order to maintain and strengthen relationships with key stakeholders.

Requirements

1. University degree in health administration or health sciences.
2. Minimum five years' experience in health care planning and health services development, or in health care management.
3. Strong project management skills.
4. Excellent written and oral communication skills in both French and English.
5. Excellent knowledge of the Windows operating system and of Microsoft Office Suite (Word, Excel, Powerpoint, Outlook).

Qualifications

1. Team leader capable of motivating a group.
2. Ability to establish positive relationships with a variety of stakeholders.
3. Critical and analytical thinker.
4. Ability to develop persuasive argumentation.
5. Strong report writing skills.
6. Ability to adapt, innovate and problem-solve.
7. Team player.
8. Good communicator.
9. Strong group facilitator able to adapt to diverse audiences.
10. Ability to work in a culturally diverse environment.

Additional Information:

1. Competitive salary
2. Full range of benefits
3. Situated in Aurora, ON

4. 35 hours per week
5. Must be able to work evenings and week-ends on occasion.
6. Will be required to travel throughout the territory (Toronto, Durham, York, Simcoe North Muskoka).
7. Valid driver's license.

To apply:

All submissions must contain:

- A cover letter
- A resume

All applications must be submitted electronically to l.rooke@entite4.ca no later than October 22, 2018 at 4:00 p.m.

We thank all applicants for their interest, however, only the candidates selected for an interview will be contacted. Entité 4 is an equal opportunity employer. A copy of the job description is available upon request (available in French only).