



## **IDENTIFICATION**

<b>Department</b>	<b>Position Title</b>	
Health and Social Services	Assistant Deputy Minister, Programs	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
49-290	Yellowknife	Directorate/HQ

## **PURPOSE OF THE POSITION**

The Assistant Deputy Minister, Programs (ADM) is accountable for providing strategic direction and leadership for the Programs Branch of the Department of Health and Social Services (DHSS). The ADM is responsible for planning and directing the development and management of activities in all of areas of the department related to Health Services, Seniors and Continuing Care Services, and Mental Wellness and Addiction Recovery Services.

The ADM is also responsible for coordinating and/or supporting major health care and social services (excepting Child and Family Services) programing related system reform initiatives, including implementation of coordinated and collaborative services for the NWT HSS system across the Northwest Territories Health and Social Services Authority (NTHSSA), Tẖchq Community Services Agency (TCSA) and Hay River Health and Social Services Authority (HRHSSA).

This position is accountable for the integration of mental health and addictions across the HSS System and establishment of a Quality Framework for the HSS System.

Additionally, the ADM provides oversight to the Office of the Chief Nursing Officer.

## **SCOPE**

The role of the Department within the HSS System has moved away from direct program delivery and support, and the changes on a territorial level coincide with a national picture of social policy and health system reform. In this context the ADM will be required to be adaptable, working effectively in a changing environment and under significant time constraints.

The Health and Social Services system is composed of the departmental structure, a Northwest Territories Health and Social Service Authority (NTHSSA), Hay River Health and Social Services (HRHSSA) and the Tłıchǫ Community Services Agency (TCSA) responsible for program delivery, as well as a number of contracted providers. Services provided include a full range of primary, secondary and tertiary health services as well as social services, including family services, protection services, care placements, mental health and developmental initiatives. The HSS System directly employs over 1,400 staff members in a wide range of employment categories.

Health and Social Services Systems across Canada are facing dynamic and continual pressures related to cost escalation. Services in the Northwest Territories are in a similar position. As a result, efforts to focus on cost management, efficiency and effective care are very important. These conditions must be balanced with the dispersed nature of the Territorial population and the unique aspects of the health and social status found in the NWT.

The population of the NWT also presents unique demographic, health status and socio-economic characteristics in comparison with the rest of Canada. Two significant demographic trends include decreasing birth rates and an aging population. Seniors are the fastest growing cohort in the territorial population, and the proportion of residents under 15 is decreasing. This rapid demographic change, paired with significant socio-cultural upheaval occurring in most indigenous communities, is resulting in particular patterns of demands and pressures for the health and social services sector. High rates of chronic disease, trauma, addictions, family violence, sexually transmitted diseases and infant mortality are being observed. Lung cancer is on a dramatic rise, related to one of the highest smoking rates recorded anywhere in the world. Colorectal and other cancers are also increasing. Demands for supports to seniors, ranging from home care to assisted living to palliative care, will increase as the population ages.

Since 2013, the NWT health and social services system has been engaged in a strategic renewal process. This began with System Transformation, a multi-year, community engagement-driven process to develop a model for an integrated health and social services system. The resulting changes to the system's governance structure have enabled a one-system approach, allowing for greater efficiency and integration while better respecting the unique contexts and strengths of the NWT's distinct regions and cultures.

Building off the results and momentum of System Transformation, the strategic renewal effort has now begun a process of Primary Health Care Reform to shift the system and its care models towards a team and relationship based approach that is driven through public participation, community feedback and data, and built upon a foundation of trust and cultural safety. Using a community development approach, we are changing the way we work with people and communities, at every level of the health and social services system, to enable public participation in priority setting, planning, and design that integrates the social determinants of health.

The ADM is an executive lead on primary health care reform within the health and social services system. Optimal health and wellbeing for all residents will be achieved by integrating the social determinants of health into our system. The integration of mental wellness and addiction recovery is an important component of ongoing system transformation and reform.

This requires systematic changes that empower care providers to work collaboratively with other community services and supports to care for residents to meet needs identified by communities themselves, and to deliver services in ways that make sense for the people and the place.

The legacies of colonization and residential schools have impacted Indigenous health outcomes and the way health and social services are delivered and accessed.

The ADM is responsible to ensure program delivery is culturally responsive to the unique needs of NWT residents and to work closely with HSS System colleagues, GNWT and external partners, NWT community stakeholders, including Indigenous organizations, to achieve a health and social services system where Indigenous peoples feel safe and respected, free of racism and discrimination when accessing health and social services programs and services.

The ADM will support staff to honor and promote a culturally safe environment at all times and to interact with clients and families, community members, partners and colleagues in a tactful, respectful and humble manor that is free of racism and discrimination.

The ADM is the senior executive lead tasked with development of a Quality Framework for the HSS system. The incumbent works in a complex matrix management environment and is accountable to implement the Ministry role of setting vision, legislation, budgeting related to NWT health programming while ensuring appropriate policy and standards of care are applied equitably across the NWT. This will be achieved through developing performance agreements with the Authorities, monitoring, auditing, and ensuring compliance with legislation, policies and standards related to health and social services programming while concurrently supporting the NTHSSA/HRHSSA/TCSA in their role of implementing and being accountable for quality, risk management, service standards, and locally appropriate delivery of services. As such, the ADM Programs has a direct impact on the design and delivery, including operating budgets, of health and social services (except Child and Family Services) programs delivered by the NTHSSA/HRHSSA/TCSA.

The ADM is the HSS executive lead on the cross departmental GNWT Early Childhood Development Priority.

The ADM is responsible for overseeing the Territorial Chief Nursing Officer role, which helps to advance a nursing agenda that will benefit both nurses and patients, providing strategic advice on health, public policy issues and programs from a nursing perspective and works collaboratively to optimize the role of nursing in the NWT.

The success of the HSS system is dependent on having the right mix of the right staff in the right place, at the right time, doing the right work. The ADM is accountable for ensuring

system reform proposals reflect a commitment to job design that is focused on optimizing skill mix with a strong focus on building local capacity in order to achieve a stable and competent workforce.

## **DIMENSIONS**

Reporting Positions:	6 Direct, 31 Programs Branch
Compensation and Benefits	\$4,039
Operations and Maintenance	\$5,280
Grants and Contributions	\$3,265

## **RESPONSIBILITIES**

1. The Assistant Deputy Minister (ADM) Programs is responsible and accountable to the Minister, Deputy Minister, for providing strategic direction and leadership related to health and social services program (excluding Child and Family Services) functions for the health and social services system.
2. Lead for primary health care reform within the health and social services system to ensure programming and services are client-focused and responsive to individuals, families and communities
3. The ADM is responsible for ensuring a coordinated approach to Quality within the HSS System, which includes risk analysis, monitoring, evaluation and mitigation of all health and social programs and services supported by the Program Branch.
4. The ADM Programs is responsible for providing strategic direction with respect to the planning, design, implementation and evaluation of all programs designed to promote the health and wellness of NWT residents.
5. The ADM is responsible for contributing to the effective management of the Health and Social Services System as a whole through positive collaboration with the Deputy Minister and other senior officials of the Department, the NTHSSA, the HRHSSA, the TCSA, as well as other stakeholders.
6. The ADM is responsible for the effective integration of the mental health and addictions system with the broader health and social services system.
7. As a member of the Cross System Leadership Committee comprised of the Executive Directors from the NTHSSA, the Assistant Deputy Minister Corporate from DHSS, and Senior Managers representing TCSA and the HRHSSA, the ADM Programs makes HSS system wide operational decisions to support implementation and monitoring of collaborative initiatives.
8. Responsible for ensuring culturally respectful and safe structures and processes are in place to ensure services are culturally response to the unique needs of NWT residence.

- 9.** Provide senior leadership in the planning, development and achievement of the Department's vision, goals and strategic direction.
- 10.** Play a key role in the overall management of the Department's human and financial resources in an effective manner that is consistent with the policies and procedures of the GNWT and the values and principles of the Department.
- 11.** The ADM is responsible for ensuring the development and promulgation of clinical standards for health throughout the NWT, monitoring for compliance and ensuring appropriate action is taken in situations of noncompliance.
- 12.** The ADM is executive lead on the cross department GNWT Early Childhood Development priority.
- 13.** The ADM is responsible for representing the GNWT in official contacts with governments, private and public corporations/agencies, Indigenous organizations and the media as required.
- 14.** Direct the preparation of briefing notes, updates and information items.
- 15.** Direct the preparation correspondence for the signature of the Minister and the Deputy Minister. Participate in the preparation, maintenance and updating of work plans, the business plan, discussion papers, position papers and strategies related to health programs.
- 16.** Ensures there are up-to-date, at a territorial level, standard operating policies, procedures, processes and guidelines that meet or exceed national standards and best practices.
- 17.** Direct divisional responses to requests for information and input to inter-divisional, inter-departmental and inter-governmental projects and activities.
- 18.** The ADM is responsible for managing the Program Branch's financial and human resources.
- 19.** Ensures effective connection with the nursing profession through the delegated chief nursing role carried out within the branch.
- 20.** Ensures public safety through oversight of the registration, licensing and discipline of health professionals (i.e. physicians, dentists, social workers).
- 21.** The ADM is responsible for development of new health and social services programming planning including FMB submission for operational budgets and ensuring these new programs are delivered as designed.

22. Leading and participating in the preparation of the annual business plan, main and Capital estimates, monitoring and forecasting expenditures, quarterly variance reporting, year-end activities and contracting functions recruitment and staffing.

23. Annual performance planning (i.e. succession planning, career counseling to staff and provision of training opportunities to assist staff in achieving career potential).

## **WORKING CONDITIONS**

### **Physical Demands**

No unusual demands.

### **Environmental Conditions**

No unusual conditions.

### **Sensory Demands**

No unusual demands.

### **Mental Demands**

There will be considerable demands placed upon the incumbent by internal and external stakeholders to develop solutions and achieve results. This can result in elevated levels of mental stress, especially given the demands on the local and national health and social services system which will somewhat hamper the incumbent's ability to meet these demands.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the complex interplay of political, economic and social forces at work in the NWT.
- Demonstrated leadership skills, preferably in the health and social services area.
- Demonstrated skills in executive level health and social services administration.
- Advanced knowledge and proven expertise in health and social service programing including professional policy and regulation, mental wellness and addictions recovery and seniors and continuing care.
- Knowledge of the health and social services system within the NWT, including the different departmental programs, program delivery models, and the socio-cultural and political environments in the NWT.
- Advanced knowledge of health, legislation, regulation and policy.
- Strong strategic thinking skill and judgement, to assess options and implications for long term goals.
- Demonstrated ability to research, analyze and synthesize multiple concepts and priorities.
- Ability to analyze, evaluate and interpret a wide range of information and apply it within the unique social, economic and political environments of the NWT.
- An ability to build and maintain good working relationships with colleagues throughout the GNWT, the health and social services system nationwide and with partners outside the government.

- Demonstrated management and interpersonal skills in order to lead and guide others to embrace change, accomplish tasks and meet desired targets.
- Effective communication, coaching and motivational skills in order to share a clear vision and optimize human resource performance are required.
- Excellent organizational, time management, analytical, facilitation and presentation skills.
- Sensitivity to geographic and cultural needs of people, understanding how community and culture impact the delivery of health care.
- Demonstrated commitment to ethics, including respect for patient and worker privacy and confidentiality.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

Bachelor’s degree in a health profession, Health Administration or other relevant field, with 7 years of progressively more responsible management experience in a health related field, including the provision of project management and management of staff and financial resources.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS**

**Position Security** (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**French language** (check one if applicable)

- French required (must identify required level below)
  - Level required for this Designated Position is:
  - ORAL EXPRESSION AND COMPREHENSION
    - Basic (B)  Intermediate (I)  Advanced (A)
  - READING COMPREHENSION:
    - Basic (B)  Intermediate (I)  Advanced (A)
  - WRITING SKILLS:
    - Basic (B)  Intermediate (I)  Advanced (A)
- French preferred

**Indigenous language:** Select LanguageSelect LanguageSelect Language

- Required
- Preferred