

Department: Health

Location: Healthy Schools and Communities

Position: Manager, Oral Health

At the Region of Halton, we treat everyone with respect, honesty, fairness and trust. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve.

Note:

This is a permanent full-time position working 35 hours per week.

Halton Region serves more than 595,000 residents throughout Burlington, Halton Hills, Milton and Oakville. We are committed to delivering high quality programs and services that make Halton a great place to live and work.

Joining Halton Region opens the door to a fulfilling career. Our comprehensive compensation, great benefits and employee recognition program are a few reasons why we are one of the GTA's Top Employers.

We engage great people who contribute to meaningful work that makes a positive difference in our community. As an employee, you will be part of a progressive, service focused and award winning employer with a diverse and inclusive work environment. At Halton, you are encouraged to grow and succeed in your career and are recognized for your accomplishments and contributions.

Purpose:

Reporting to the Director, Healthy Schools and Communities, the Manager, Oral Health is responsible for the management and delivery of the oral health program services as required by the Ontario Public Health Standards, associated oral health protocols and the Health Protection and Promotions Act. This includes the implementation and ongoing management of the Ontario Seniors Dental Care Program.

Preferred Background:

The ideal candidate will possess a university degree in a related field or an acceptable combination of education, training and experience. The candidate will have at minimum five (5) years of experience in a public health environment, including a minimum of three to five years of experience in the management of multi-disciplinary teams, with a strong knowledge of practices and procedures related to program delivery, and management. A registered dental professional with a Master Degree in Health Sciences and experience in public health is preferred. Administration of a dental services program is preferred. Highly effective communication and collaboration skills are required to interact effectively with internal and external stakeholders.

Working Conditions:

Must be able to attend meetings outside of regular office hours. Travel will be required; incumbent must provide their own transportation.

Duties:

- Lead the delivery of Oral Health Program services (clinical dental treatment, school screening and claims administration) ensuring excellence in service delivery and optimal use of program resources to best meet community needs.
- Ensure that activities align with all relevant legislation, including the Ontario Public Health Standards, Health Protection and Promotion Act and the Regulated Health Professions Act; relevant protocols; evidence-informed practices; and Halton Region policies.
- Prepare annual operational plans for Oral Health Programs, evaluating strategies employed to meet goals and objectives and guide program activities, and measuring progress toward program objective achievement.
- Participate in departmental, regional, community and provincial committees as required, to share information and expertise, develop and model new programming, and advocate for and resolve community health issues.
- Develop new and modify existing policies and procedures as required to guide staff regarding procedures and documentation.

- Identify opportunities for program enhancements, developing and implementing Oral Health Program projects and initiatives.
- Manage people resource planning for the Oral Health Program, determining ideal organizational structures, identifying desirable role and skill mix requirements, and ensuring ongoing work quality and deliverability of results.
- Direct and provide leadership for direct reports, providing work direction, coaching, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities.
- Ensure that Occupational Health and Safety policies, programs and practices are implemented, and maintained.
- Prepare reports for Director, Health Department Management Team, and Regional Council as required.
- Performs other duties as assigned.

Posted: July 15, 2021

Posting Expires: July 30, 2021

Posting #: H-312-21

Apply Online at: [Halton Job Postings](#)

Important Information:

- We appreciate all applications however only those selected to advance in the selection process will be contacted. Candidates will be contacted by email and/or phone. Please check your email and voicemail regularly.
- We are committed to providing accommodation throughout the selection process. If you require accommodation please notify us and we will work with you to meet your needs.

NOTE: Personal information collected through the job application process will only be used for the purpose of determining qualifications for employment.