

Langs is the host organization for the Regional Coordination Centre. In support of the mission and mandate of Langs, the Manager of the regional Self-Management Program is responsible for overall coordination of the regional self-management program. This involves planning effective, equitable workshops, building capacity across the Waterloo-Wellington region, and maintaining staffing and program-level responsibilities.

**Self-Management Program Manager – Regional Coordination Centre
(40 hours/week, Permanent)**

Qualifications:

- A health care professional with a relevant degree currently licensed, registered, or certified according to the requirements of the profession in the Province of Ontario; or experience working in a professional health care position such as a health promoter or project manager with equivalent diploma/certification
- Experience in program planning or project management
- Excellent time management skills and ability to prioritize multiple conflicting demands
- Experience in performing needs analysis, environmental scans and report-writing
- Understanding of principles of self-management and self-management support
- Demonstrated leadership skills in supporting clinical practice change and education
- Ability to work well with others, build teams, foster an environment of innovative problem-solving, conflict resolution and collaborative relationships with all stakeholders
- Excellent interpersonal, verbal and written communication skills
- Experience in communications, program promotion, and public speaking
- Strong knowledge of computer systems (MS Office Suite) and website content management systems
- Proven ability to work independently, multi-task and meet deadlines
- High level of attention to detail, initiative, judgment and discretion

Position Duties

- Lead the self-management team to ensure innovative and effective program planning and delivery of workshops
- Oversee maintenance and authorization of Self-Management Program budget/expenditures
- Collaborate with Regional Director for overall RCC office budget reconciliation
- Coordinate recruitment, orientation, retention, and general oversight of Self-Management Program administrative staff and regional Resource Clinician
- Participate in recruitment, selection, and retention of workshop leaders and faculty
- Conduct regular planning and develop further programming for workshops based on the needs of the community
- Collaborate with varied health care organizations regionwide to offer programs, workshops, and support self-management strategies to support individuals and health care providers
- Coordinate leaders and workshop details across the region, including scheduling, venue, workplan, and effective communication with self-management team about registration, event materials, website updates
- Develop and support quality leaders through professional development activities including ongoing training and leader evaluation
- Ensure maintenance of program fidelity across various licenses
- Support program evaluation activities including compilation, presentation, review and analysis, and gathering data for quarterly reports
- Prepare agendas and chair regular self-management staff meetings
- Work collaboratively with the self-management team to develop brochures, publications, website updates and other social media to promote awareness within the region
- Work collaboratively with the other Self-Management Programs provincially
- Participate in regional collaborative tables and provincial self-management meetings

Please submit your resume by May 15, 2022
Langs, 1145 Concession Road, Cambridge, Ontario, N3H 4L5
Email: hr@langs.org or fax (519) 653-1285

Langs is an equal opportunity employer that celebrates diversity and is devoted to creating an inclusive environment for all employees. Job applicants requiring accommodation to participate should contact Human Resources to communicate any accommodation needs.