

# Associate Manager, Healthy Babies Healthy Children (1 Permanent full-time)

The Middlesex-London Health Unit (MLHU) has an exciting opportunity for a permanent full-time **Associate Manager, Healthy Babies Healthy Children (HBHC) team**, in the **Family & Community Health (FCH)** division. Reporting to the Manager, Healthy Babies Healthy Children team, the incumbent will oversee the day-to-day management of the home visiting program team (Healthy Babies Healthy Children (HBHC); breastfeeding support), including recruitment, onboarding, and coordination of direct reports. In addition, the incumbent will provide guidance, performance management, direction and feedback to their direct reports. In collaboration with the Manager, the Associate Manager will provide operational leadership in implementation and continuous quality improvement of the HBHC home visiting program team.

## RESPONSIBILITIES:

- Creates and maintains a positive and safe workplace culture and team environment.
- Works to ensure direct reports understand and address health inequities.
- Oversees the work of direct reports and troubleshoots problems arising in daily work activities.
- Responsible for the overall activity and output of the team under their supervision.
- Proactively identifies areas for improvement, seeks solutions, and makes recommendations.
- Provides coaching, development, and mentoring to team, including reflective and clinical supervision including observed home visits.
- Assists with the day-to-day operations, workload distribution, scheduling and administration.
- Manages the recruitment and orientation of new staff members.
- Responsible for performance management and annual evaluations of direct reports, including documentation audits
- Responds to complaints from the public and resolves related performance issues.
- Supports team members with complex clinical/client interactions, providing guidance and assessment based on applicable regulatory body standards (e.g. CNO).
- Supports planning and leads implementation of staff continuous learning and professional development opportunities.
- Ensures that staff function in accordance with relevant legislation and guidelines, and service area and agency policies and procedures.
- Implements continuous quality improvement (CQI) initiatives and supervises related working groups.
- Identifies and handles program-related issues and escalations raised by team members and recommends mitigation strategies.
- May support program planning, budgeting, development and review, if requested by their manager.
- Provides back-up coverage for the other FCH Associate Managers.
- Chairs/Co-chairs team meetings and working groups
- Develops or enhances end-user materials for program/service delivery

## QUALIFICATIONS:

- A four-year Bachelor of Science in Nursing (BScN) degree is required.
- Current certificate of competence from the College of Nurses of Ontario (CNO) is required.
- Minimum five years of experience in public health, which includes 1 year of formal or informal leadership experience.
- Knowledge, experience and expertise in HBHC home visiting program.

- Knowledge, experience and expertise in the areas of breastfeeding, perinatal mental health, family violence, and working with families to promote healthy growth and development.
- Familiarity with relevant Regulations and Guidelines as well as the Ontario Public Health Standards, legislations and protocols.
- Effective communication, interpersonal and leadership skills.
- Expertise in working with diverse populations, as well as demonstrated understanding of and experience in addressing health inequities.
- Demonstrated ability to create a safe work environment.
- Ability to take initiative, work independently, and effectively collaborate with others.
- Excellent computer skills in the areas of documentation and MS Office, as well as proficiency with public health information systems (i.e., Integrated Services for Children Information System).
- Training in Partner and Parenting Education ( PIPE) , Nursing Child Assessment Satellite Training (NCAST), and Baby friendly best practices are considered an asset.
- Demonstrated ability to manage and resolve conflict.
- Graduate degree or intention to complete a graduate degree in a health or leadership related field of study is an asset.

The annual salary for this position ranges from \$103,102.64 to \$120,304.91 based on qualifications and experience.

To apply to this position, please go to [www.healthunit.com](http://www.healthunit.com) and select “Apply Now” and submit a resume and cover letter as a single document by **June 22, 2025**. Please note: new applicants will need to create an online account to apply.

We thank all applicants for their interest in a career at the Middlesex-London Health Unit; however only those candidates selected for an interview will be contacted.

The Middlesex-London Health Unit is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from equity seeking communities including Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+. Candidates are encouraged to voluntarily self-identify in their cover letter, in a transparent manner, as part of the application process. When a candidate voluntarily discloses such information in their application, the information will be kept confidential. Disclosure and/or self-identification with an equity-seeking community will not lead to advantageous treatment of a candidate who is not qualified.