

New

Ministry

Mental Health and Addiction

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Programs and Response Advisor

Requested Class

Program Services 3

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Policy and Programs/Compassionate Intervention



Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Compassionat Interven

Supervisor's Current Class

Manager (Zone 2)

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Mental Health and Addiction requires additional support to effectively respond to Albertans' needs during an anticipated highly active wildfire season and to further implement recovery-oriented mental health and addiction services. This position will provide direct consequence management support during a Provincial Emergency Coordination Centre activation (potential 24/7 scheduling) that includes risk identification, crisis communication and coordination with multiple stakeholders to ensure consistent and ongoing flow of information to enable effective responses.

When not required for consequence management support, the position will undertake legislative, research, planning, implementation and evaluation work to support ministry programs and services. This may include grant funding and management, engaging with stakeholders, policy work to support legislative files and other related duties. This position will be expected to work independently and within a team, while leading on specific project components.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Respond to emergency events on behalf of the department.

- This position requires that the incumbent be available for call-back after hours, weekends and on holidays when required to deal with emergencies and other disruptions.

- Represent the department in cross-ministry coordination activities (e.g., Provincial Emergency Coordination Centre (PECC) activation).
- Responsible for enabling and supporting rapid and efficient resolution to issues arising from emergency events through situational awareness updates and timely and accurate communication between stakeholders including PECC, ministry subject matter experts and senior leaders, Emergency Social Services, Psychosocial Response and Recovery Coordinating Team (PRRCT), Recovery Alberta and others as identified.
- Assist in coordinating mental health and addiction system response during emergency events.
- Provide efficient and organized resources to internal and external stakeholders.
- Implement appropriate recovery processes to return to regular business processes.
- Participate in post-incident debriefs and reporting.

Support implementation of provincial addiction and mental health strategies to positively affect the health of the population and targeted groups.

- Manage assigned tasks within larger projects, including developing and monitoring work plans, and adjusting as needed to effectively and efficiently achieve results
- Support developing project budgets which are operationally realistic and fiscally sound by facilitating and monitoring funding allocations for grants and/or contracts to community agencies, Recovery Alberta, professional associations, and external consultants
- Coordinate, and support Strategy committees and sub-committees
- Support and inform the engagement of branch leaders on strategy initiatives
- Collaborate and consult with other branch units to integrate current information and intelligence gained through planning and policy development
- Lead policy work to support ministry initiatives, including on legislative files across the ministry.
- Monitor and report on the progress on specific projects and overarching strategies
- Research and develop briefings, updates, and reports to reflect the progress of strategy implementation and relevant issues

Independently manage a selection of grants to support innovation across the addiction and mental health system in Alberta (e.g., funding for specific projects or operations).

- Participate in the development of grant funding processes and approvals, ensuring alignment and linkages to provincial priorities)
- Work independently with grant recipients to support proposal development and grant agreements.
- Develop and present updates and summaries of grants to branch leaders
- Under the guidance of the Manager, monitor grants in accordance with the terms and conditions of the funding agreements (e.g., financial allocations, project milestones, reporting requirements)
- Work with grant recipients, as needed, to ensure projects stay on track and in compliance with grant terms and conditions and with emerging issues
- Review grant reports for quality assurance

Foster sustainable, positive working relationships with colleagues and stakeholders to support achievement of ministry priorities and emergency responses.

- Support and coordinate meetings with stakeholders, Ministry representatives and other provincial stakeholders.

- Support stakeholder consultation to determine needs and inputs into strategy development and implementation
- Represent ministry perspectives and priorities on department and cross-ministry working groups and projects to foster integrated approaches for developing policy options
- Represent ministry/branch advice and content expertise to select stakeholder groups

Problem Solving

Typical problems solved:

Clear concise communication, through briefing notes, presentations, situation reports or verbal updates are necessary for a variety of audiences with varying needs (e.g., Deputy Minister, other departments, field officers, Communications, Recovery Alberta). It is important that this position can identify these differences and modify their response to appropriately provide information to these audiences.

- This position will need to work with various teams and stakeholders internal and external to the department to help them understand and coordinate the roles and responsibilities of the mental health and addiction sector and the necessary coordination/relationship with external stakeholders during an event.
- On a day-to-day basis, this position will need to work collaboratively to generate options and advice to address program and service planning, implementation and evaluation needs.
- This position will be expected to independently lead project components, including engaging with stakeholders and cross ministry partners, with the support of the Manager.

Types of guidance available for problem solving:

The position can seek guidance from the Emergency Planning Officer, assigned manager(s) and other team members at all points. Accountability for final decisions relating to Operational Plan development rest at higher levels in the organization.

This position will be responsible for development (needs assessment/issues identification), implementation (delivery of information, education and engagement) and to lead on different project components (e.g. manage grants, lead on components of legislative work, etc).

- During emergency events, all members of the team are often engaged on different shifts, making time for consultation and getting guidance hard to do verbally therefore written communication skills, understanding where trusted sources of information are located, and building a network will assist this success in solving problems in this position.
- In general, the position will work collaboratively with department staff and leadership to solve problems, generate options and coordinate responses.
- The Analyst leads small to medium size projects or sets of tasks within larger projects often occurring simultaneously. The Analyst develops project charters, work plans, and other project management tools to guide the work and has access to Department and Government policy to provide guidance in some areas.

Direct or indirect impacts of decisions:

Matters related to consequence management with potential for impact on business area operations, resource allocation, planning documents, or stakeholder response engagement are referred to the Emergency Planning Officer, assigned manager(s) and ministry senior leadership, who are also available for guidance when dealing with sensitive issues or situations.

The impact of recommendations and actions made by the incumbent can influence the design, and implementation of addiction and mental health programs and services that directly affect addiction and mental health organizations across Alberta, as well as the health of Albertans.

Key Relationships

Major stakeholders and purpose of interactions:

Emergency Planning Officer - to ensure coordinated and comprehensive support for PECC, ESS, PRRCT and ministry emergency response and operations

Manager(s) as assigned - this can include the Manager, Corporate Services as well as other managers leading work the position is assigned to support

PECC - ministry, municipal, health services and other key representatives involved in the province's response to an emergency, to share information to support coordination of activities and resources

Alberta Health Emergency/Disaster Management Team - information sharing, response coordination, joint

planning
 AHS Emergency/Disaster Management Team - information sharing, response coordination, consultation, joint planning
 MHA/GOA/PRRCT- This position interacts with all levels of the ministry's management team and program area staff including Managers, Directors, and Executive Director. The position may also work with a number of staff in other divisions and ministries of the Government of Alberta on a variety of issues, initiatives and reports.

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Bachelor's Degree (4 year)			

If other, specify:

social sciences, human services, public policy, health-related

Job-specific experience, technical competencies, certification and/or training:

Assets: Emergency Management and/or Business Continuity designation, Incident Command System, project management certification

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none"> Asks questions to understand a problem Looks for new ways to improve results and activities Explores different work methods and what made projects successful; shares learning Collects breadth of data and perspectives to make choices 	Seeks clarity of information requests to ensure correct input is provided in a timely manner. Shares ideas and options for addressing issues to be solved.
Agility	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works in a changing environment and takes initiative to change: <ul style="list-style-type: none"> Takes opportunities to improve work processes Anticipates and adjusts behaviour to change Remains optimistic, calm and composed in stressful situations Seeks advice and support to change appropriately Works creatively within guidelines 	Able to switch work locations, work hours and focus of work to meet ministry needs. Communicates and seeks support and guidance to ensure smooth transitions.
Drive for Results	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Works to exceed goals and partner with others	Is accountable for timely, high quality work.