

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Requested Class

Supervisory Level

Agency (ministry) code

Cost Centre

Employee Name (or Vacant)

Vacant

Organizational Structure

Division, Branch/Unit

Housing, Continuing Care Capital/CCCP

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Director, Continuing Care Capital Programs leads efforts to deliver new and modernized continuing care infrastructure through grant programs such as the Continuing Care Capital Program (CCCP) Indigenous stream, Modernization (refurbishment/replacement) stream, and Priority Communities (net new spaces) stream, while overseeing projects funded via previous grant programs such as the Affordable Supportive Living Initiative (ASLI).

The Director collaborates with other departments, divisions and commissions as the Assisted Living and Social Services lead for continuing care capital programs.

The Director, Continuing Care Capital Programs will play a critical role in the transformation of continuing care in the province. The Director will significantly influence individual and community well-being.

This position will also work to align Continuing Care Capital Programs with Housing grants to create programs that ensure Albertans receive a seamless continuum of care. This will ensure that all capital grant programs are using the current best practices in program parameters, intakes, evaluation, award, and grant management.

Responsibilities

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

1. Strategic Leadership and Program Development

- Lead the development, implementation, and evaluation of continuing care capital programs in alignment with strategic direction of government.
- Ensure program frameworks reflect best practices and evolving needs within the continuing care sector to support modernized and expanded continuing care capacity throughout the province, reduced wait lists, reduced inappropriate use of acute care space, improved value for money through partnerships, new culturally- appropriate care options for Indigenous Peoples, and provide more opportunities for Albertans to age-in-place in their own communities.
- Develop policies and guidelines for program management.
- Align continuing care capital grant programs with other capital grant programs.

2. Capital Grant Management

- Oversee the planning and allocation of grant funding for approved projects under Continuing Care Capital Programs, ensuring contributions to increasing continuing care capacity in the province.
- Direct the review and evaluation of funding applications, establishing robust criteria, policy evaluation framework and reporting requirements.
- Continue to refine continuing care capital programs to reduce red tape and get best value for taxpayers.

3. Stakeholder Engagement

- Develop and maintain collaborative relationships with internal and external stakeholders including continuing care associations, Indigenous communities, non-profit organizations, and private sector partners.
- Provide guidance and direction to stakeholders (internal and external) on grant program criteria, submission processes, and reporting requirements.

4. Monitoring and Reporting

- Establish and oversee accountability frameworks to monitor the progress and impact of funded projects.
- Develop performance metrics aligned with strategic direction.
- Provide regular updates to senior Ministry officials, Treasury Board, and stakeholders, highlighting achievements, risks, and recommendations.

5. Team Leadership and Resource Management

- Manage and mentor a team of professionals to ensure high performance and alignment with organizational goals and the strategic objectives.
- Oversee operational planning, workload distribution, and staff development initiatives within the

6. Continuous Improvement

- Promote innovation and continuous improvement in the continuing care system by incorporating sector wide leading practices and addressing recommendations from the Facility-Based Continuing Care Review.
- Analyze emerging trends and recommend adjustments to program frameworks to address challenges.
- Regular engagement with internal and external stakeholders to identify and implement (where applicable) lessons learned to further enhance grant programs.
- Support of the revision of continuing care facility design standards. Evaluate changes of relevant standards (i.e., CSA) and proactively identify potential impacts to program objectives and project affordability.
- Work with colleagues across government to support continuing care transformation.

7. Lead and oversee health facility registration, designation, naming and related processes and approvals. Outcomes include facility registration services in alignment with legislation and government processes, coordination of accurate and timely ministerial orders and official correspondence with stakeholder agencies, and accurate health provider billing practices supported by appropriately designated and registered facility codes.

- In accordance with relevant acts and regulations, oversee the process and workflow to obtain and communicate ministerial approval of 'approved hospital' designations and authorization of hospital facility registrations to ensure regulatory compliance by the regional health authority (RHA) and voluntary hospitals operating under contract to the RHA.
- Oversee receipt and review of continuing care (nursing home) contracts and authorization of the registration of nursing home services by the ministry, ensuring regulatory compliance by the RHA and nursing home operators under contract to the RHA.
- Identify and resolve relevant legislative and policy issues that require further analysis or strategic direction, including designation and registration issues related to emerging models of urgent care.
- Ensure the Consolidated Schedule of Approved Hospitals is amended as required, coordinating review by legal and legislative services as required.
- Oversee data gathering and reporting of bi-annual bed survey information from the RHA and production of ad- hoc reports in support of information requests from executive management.
- Ensure accurate health facility directories are maintained for all classes of health facilities in Alberta, oversee updates and public distribution as appropriate, and interpret the information within to support health facilities capital planning activities and decisions.

Problem Solving

Typical problems solved:

1. Balancing Competing Priorities

- Develop strategies to address competing priorities among stakeholders, including continuing care associations, Indigenous communities, and private sector partners.
- Resolve conflicts related to funding allocations and project approvals by applying sound judgment and negotiation skills.
- Balance program objectives and funding requirements when considering program design, design standards and other aspects of continuing care capital.

2. Ensuring Compliance and Accountability

- Identify and address compliance issues with grant recipients to ensure adherence to funding criteria and policies.
- Implement corrective actions and provide capacity-building support for stakeholders to meet program requirements.

Types of guidance available for problem solving:

- Access to Ministry and government priorities, strategies, policies and legislation.
- Regular consultation with the Executive Director and Housing Division senior leadership to align decisions with strategic goals.

Direct or indirect impacts of decisions:

- Direct impact on the successful delivery of continuing care capital projects.
- Indirect impact on individual and community well-being by fostering collaboration and increasing access to continuing care spaces.

Key Relationships

Major stakeholders and purpose of interactions:

Internal

- **Executive Director, Continuing Care Capital:** Collaborate on strategic priorities and provide updates on program outcomes, challenges, and risks.
- **Senior Leadership:** Share insights and recommendations to align continuing care capital programs with overarching Ministry goals and strategies.
- **Finance and Treasury Board Representatives:** Work closely to ensure alignment of capital planning, reporting, and approvals with government funding frameworks.

External

- **Indigenous Communities:** Collaborate to identify and prioritize continuing care capital projects that meet local needs and align with provincial goals.
- **Non-Profit Organizations and Private Sector Partners:** Facilitate partnerships to leverage additional resources and expertise in the delivery of continuing care capital projects.
- **Consultants and Contractors:** Oversee contracted services to ensure deliverables meet program expectations, timelines, and quality standards.

Required Education, Experience and Technical Competencies

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

If other, specify:

Bachelor's Degree in a related field

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

Experience

- Significant experience in capital planning, program management, program development or grant administration, preferably in the continuing care, housing or infrastructure sectors.
- Demonstrated expertise in stakeholder engagement, strategic planning, and managing large-scale programs with complex funding structures.
- Significant experience in leading teams through change.
- Experience with project management, procurement/contracting.

Skills and Competencies

- Strategic thinking and problem-solving skills to address complex challenges.
- Strong leadership and interpersonal skills to build consensus among diverse stakeholders.
- Financial acumen and experience in budgeting and resource allocation.
- Excellent communication skills, both written and verbal, to effectively convey information to senior officials, stakeholders, and team members.
- Knowledge of Alberta's continuing care policies; continuing care design standards and service standards; building standards; and grant frameworks.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Integrates broader context into planning: <ul style="list-style-type: none">• Plans for how current situation is affected by broader trends• Integrates issues, political environment and risks when considering possible actions• Supports organization vision and goals through strategy• Addresses behaviours that challenge progress	<ul style="list-style-type: none">• Transformation of Alberta's continuing care system is a government priority and highly- complex undertaking.• This individual must seek to understand the big picture and align program outcomes accordingly.

Develop Networks	○ ○ ○ ● ○	<p>Makes working with a wide range of parties an imperative:</p> <ul style="list-style-type: none"> • Creates impactful relationships with the right people • Ensures needs of varying groups are represented <ul style="list-style-type: none"> • Goes beyond to meet stakeholder needs • Ensures all needs are heard and understood 	<ul style="list-style-type: none"> • this individual must be driven to develop collaborative relationships and understanding multiple stakeholder perspectives.
Build Collaborative Environments	○ ○ ● ○ ○	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	<ul style="list-style-type: none"> • Success in this role is dependent upon broad collaboration and the contributions of numerous stakeholders.
Drive for Results	○ ○ ○ ● ○	<p>Works to remove barriers to outcomes, sticking to principles:</p> <ul style="list-style-type: none"> • Forecasts and proactively addresses project challenges • Removes barriers to collaboration and achievement of outcomes • Upholds principles and confronts problems directly • Considers complex factors and aligns solutions with broader organization mission 	<ul style="list-style-type: none"> • This individual must proactively address challenges in order to achieve results.

Agility	<input type="radio"/> <input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/>	Proactively incorporates change into processes: <ul style="list-style-type: none">• Creates opportunities for improvement• Is aware of and adapts to changing priorities• Remains objective under pressure and supports others to manage their emotions• Proactively explains impact of change on roles, and integrates change in existing work• Readily adapts plans and practices	<ul style="list-style-type: none">• As continuing care is undergoing transformation, this individual must be able to embrace change.
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Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Director, Strategic Capital Planing and Programs, Housing Capital Programs
Director, Capital Grants, Housing Capital Programs
Director, Project Delivery, Infrastructure

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Supervisor / Manager Name Date yyyy-mm-dd Supervisor / Manager Signature

ADM Name Date yyyy-mm-dd ADM Signature