



Bulimia Anorexia Nervosa Association (BANA)

Requires a permanent **Team Lead, Eating Disorder Prevention** (35 hours/week)

This position would commence immediately.

## **Position Summary:**

The **Team Lead, Eating Disorder Prevention** allocates 30% of their time managing the day-to-day activities of a team of Prevention Specialists with regular oversight and support to staff. This includes monitoring of attendance, workloads, and ensuring the implementation and maintenance of the provincial Eating Disorders Ontario – Prevention strategy in the regions assigned to staff.

The remaining 70% of their time is dedicated to acting as a Prevention Specialist including; facilitating/performing health promotion, wellness education, prevention service delivery planning and implementation activities; participating in skills and capacity building activities; participating in local and provincial engagement activities across multiple sectors, participating in research and evaluation activities; providing consumer-oriented eating disorder information and reference material within the community using print and electronic resources; participating in academic forums.

## **KEY RESPONSIBILITIES**

### **Facilitates/performs health promotion and prevention delivery planning and implementation activities.**

- Designs, conducts and updates a community assessment to determine population eating disorder prevention delivery needs.
- Identifies and develops a plan to roll out the EDO-Prevention framework / eating disorder prevention strategies within the region.
- Identifies opportunities to develop collaborative partnerships and linkages with a diverse array of stakeholders and sector champions in the community, clinical, health administration, partner organizations and government divisions.
- Works collaboratively with a diverse array of stakeholders and sector champions in the community, clinical, health administration, partner organizations and government divisions to organize and implement health promotion, prevention service delivery and community outreach events aligned where possible with existing initiatives.
- Participates in community networks to optimize the uptake of the EDO-Prevention framework and strategies

### **Participates in skills and capacity building activities.**

- Assists in disseminating available resources and prevention related services in the community.
- Advocates on behalf of community resources to access opportunities/resources for capacities and skills related to the prevention of eating disorders.
- Participates in the identification and development of health events/forums/committees/opportunities that foster shared learning and capacity building.
- Implements a variety of health promotion strategies including health education, social marketing, population health and community development in order to foster individual self-awareness, improve health decision making and promote access to resources necessary for building a strong eating disorder promotion, prevention and early intervention model.
- Provides eating disorder promotion strategies with cultural competence and ethno cultural sensitivity.
- Conducts and/or arranges in-service presentations for Community Program staff to keep them informed of current trends in eating disorder prevention and the related work of other community agencies.

**Participates in research and evaluation techniques**

- Participates in community based participatory research and/or quality initiatives.
- Participates in program evaluation.

**Provides consumer-oriented eating disorder prevention information and references to community based partners.**

- Recommends (and assists as necessary in the acquisition of) accurate, reliable, current, and appropriate eating disorder promotion, prevention and early intervention educational material directed to support adult influencers, youth and children.

**Participates in academic forums**

- Presents at health conferences, seminars and workshops
- Seeks out opportunities to publish research findings
- Precepts students from variety of community health programs.

**ADMINISTRATIVE DUTIES AND RESPONSIBILITIES (these duties make up 30% of the role)****Assists in managing all aspect of human resources (6 +)**

- Investigates staff and community complaints and when required manages staff conflict
- Serves as a mentor for the team of Prevention Specialists and any supporting staff.
- Employees reporting to individual includes: social workers and other mental health clinicians, registered dietitians, administrative staff
- Participates in the recruitment process (interview panel) where appropriate.
- Ensures that team members initiate and participate in multi-disciplinary quality initiatives.
- Manages employee relation's issues, promoting a teamwork environment where staff from diverse backgrounds can interact productively and efficiently.
- Identifies employee issues/concerns; escalates to manager and in consultation with manager ensures matters are resolved in a fair manner.
- Develops, implements and communicates performance measures; conducts regular performance appraisals of direct reports, providing ongoing coaching and feedback.
- Promotes and facilitates opportunities for the professional growth/development of staff, students and volunteers, approving training/development programs that improve performance.
- Approves vacation and resolves scheduling issues.
- Ensures staff documentation/record-keeping is complete and up-to-date.

**Performs planning responsibilities.**

- In consultation with the Manager, assists in developing, implementing, and managing short and long-term plans, which are in alignment with the goals and strategies of the provincial Eating Disorders Ontario-Prevention (EDO-P) strategy.
- Delegates administrative tasks, when appropriate, to the team of Prevention Specialists or other staff members but retains responsibility for the successful completion of any delegated task.
- Monitors progress towards the achievement of goals at regular intervals and takes action, as required.
- Develops and implements day-to-day operating policies, systems and procedures to contribute to organizational effectiveness.

**Performs quality management responsibilities.**

- In consultation with the Manager, oversees the development, implementation, evaluation and maintenance of quality improvement initiatives, which are in alignment with objectives of the EDO-P strategy.
- Monitors quality improvement outcomes on a regular basis; develops action plans to address identified issues.
- Coaches staff to ensure that continuous quality improvement initiatives are incorporated into day-to-day activities.
- Supports program strategies and initiatives, e.g., data collection
- In conjunction with the Manager, establishes goals and objectives.

- Collaborates with the Manager to optimize team functions.
- Ensures optimal use of information technology.

**Performs corporate management responsibilities that support and advance UHN's goals.**

- Represents the unit/department internally on UHN committees, as required, and UHN in the external community at conferences, workshops, etc.
- Reviews and records workload measurement statistics to ensure optimal productivity; including PHS schedules and monthly data submission.

**Performs cross-functional and/or other duties consistent with the job classification, as assigned or requested.**

- List activities, responsibilities and related tasks performed to achieve Key Responsibility.

**Works in compliance of the Occupational Health & Safety Act and its regulations, reporting hazards, deficiencies and contravention's of the Act, in a timely manner.**

**KNOWLEDGE (Bona Fide Occupational Requirement(s))**

**Education:**

- At minimum, completion of a masters degree in Health Sciences (Social Work, Psychology) or recognized equivalent required.
- Member of a regulated health or social service college  
Masters-prepared mental health clinician or counsellor, or undergraduate degree and with additional education in counselling or mental health

**Experience:**

- At minimum Over 3 years up to and including 4 years practical and related experience and/or 3 months on-the-job training required.
- 1 year of supervisory experience preferred
- Minimum of two years of experience in a mental health setting with a focus on children and youth
- Psychotherapy qualifications, community development and/or public health experience preferred
- Experience required in health promotion, health education, or child/youth education,
- Experience with related child/youth mental health areas and community development preferred
- Experience working with anxiety disorders, depression, past trauma or eating disorders or motivational enhancement
- Demonstrated ability to work collaboratively with multiple groups and stakeholders
- A valid driver's license and own transportation is required

**Professional Affiliations/Memberships:**

- Member of a regulated health or social service college

**Additional Skills:**

- Excellent organizational, time management and problem solving skill
- Facilitation skills and ability to drive consensus across different sectors (clinical, professional, educator, and various community groups), both in-person and virtually
- Knowledge and experience of health promotion, population health, community development principles, as well as the determinants of health required.
- Ability to work collaboratively as a member of a team, making the best use of own skills and expertise and those of colleagues is required.
- Ability to work collaboratively with other program staff and community practitioners in order to provide activities, programs and services required.
- Excellent verbal and written communication skills to communicate in a thorough, clear and timely manner required.
- Ability to demonstrate respect for the innate strengths of individuals and communities required.

- Demonstrates an awareness and understanding of specific communities and a response to their needs required.
- Understanding/knowledge of conventional/alternative health practices and how these practices may relate to health and wellness and cultural diversity are required.

BANA is an equal opportunity employer and prohibits discrimination and harassment of any kind. BANA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at BANA are based on job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. BANA will not tolerate discrimination or harassment based on any of these characteristics. BANA is a living wage employer.

NOTE: Initial candidate interviews will be conducted virtually.

Please forward inquiries to:

**Team Lead, ED Prevention 11-2022**  
c/o Human Resources  
Bulimia Anorexia Nervosa Association (BANA)  
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Windsor, ON.  
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Fax: (519) 969-0227

E: [info@bana.ca](mailto:info@bana.ca)

**Please select only one form of submission.**

**Efiles are accepted in MSWord or .pdf formats only.**

**Closing Date: Friday December 9 @ 12 noon.**

Note: We wish to thank all applicants, but only those qualified for an interview will be contacted.

