

Job Description

Job Title:	Director, Campus Wellness
Department:	Campus Wellness
Reports To:	Associate Provost, Students
Jobs Reporting:	Director, Counselling Services; University Medical Director; Associate Director, Health Promotion; Administrative Officer, Campus Wellness; Administrative Assistant, Campus Wellness
Salary Grade:	USG 19
Effective Date:	April 2021

Primary Purpose

The Director of Campus Wellness is accountable to the Associate Provost, Students. The mission of this position is strategic leadership for the planning, development, implementation, evaluation, operational management and administration of all University of Waterloo health, wellness and mental health programs and services inclusive of Health Services, Counselling Services, Occupational Health, and Health Promotion. The position has responsibility for effective team collaboration and service integration and consequent smooth, client- centered delivery of programs and services to students, staff, and faculty.

Key Accountabilities

Leadership and Strategic Direction

- Provides overall leadership, management and administration for all University of Waterloo health, wellness and mental health programs and services inclusive of the departments of Health Services, Counselling Services, Occupational Health, and Health Promotion.
- Provides operational and strategic planning direction with the intended outcome of optimal health and wellness, mental health, and personal well-being of students, staff and faculty.
- Planning responsibility includes development, implementation and evaluation of programs and services with an ongoing focus on delivering the best evidence-based services.
- Responsibilities include delegating, through appropriate staff leaders, student-client-patient needs assessment, programs, and services evaluation and compatible strategic and operational planning initiatives.
- Directs staff alignment to the mission, vision, culture, values, and strategic priorities of the organization. Ensures that all operations of the wellness service delivery units are student-centric, collaborative, and focused on enhancing access and availability of services.
- Prevention and health promotion are emphasized as key objectives in the challenge to serve all University of Waterloo students. The Director, Campus Wellness embraces the challenges and opportunities that come from having a very diverse student population.

Community Development Related to Campus Wellness

- Responsible for maintaining strong, viable, and effective working relationships with all university and local community partners in the interest of smooth and effective wellness programs and services delivery to University of Waterloo students.
- Partners in the community include agencies such as Grand River Hospital, the Ontario Health Teams, the Canadian Mental Health Association, and Regional Public Health. Within the campus community, the Director, Campus Wellness is responsible for maintaining and strengthening

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<p>partnerships including with the University Senior Administration, Associate Deans, Faculty, Housing and Residences, AccessAbility Services, Student Success Office, and University of Waterloo Police Services.</p> <ul style="list-style-type: none">• In a national and international context, will foster and maintain relationships with wellness administrators in other Universities and Colleges.
<p>Health Emergency Response</p> <ul style="list-style-type: none">• Provides direction and oversight for emergency health events that involve the campus community (e.g., influenza epidemics, other serious outbreaks of illness) in coordination with appropriate campus departments and community agencies such as University of Waterloo Police Services, Counselling Services, Campus Housing, and Regional Public Health.
<p>Budget and Resources Management</p> <ul style="list-style-type: none">• Oversees the Campus Wellness budget and medical services billing.• Responsible for maximizing the operational efficiencies through appropriate scheduling and deployment of staff resources.
<p>Human Resources Management</p> <ul style="list-style-type: none">• Provides the strategic leadership for acquiring the appropriate human resources to deliver world class programs and services.• Facilitates the ongoing development of the health and wellness professionals through continuing education and coaching/mentorship arrangements.• The director is a role model for all staff in the pursuit of learning, encouraging the ongoing search for both cutting edge and evidence-tested knowledge and practices in health, wellness, mental health, and student affairs.• Responsible for staff performance management.• Exercises skill in the management relationship with all staff providing productive, safe, and stress-buffered working environments.

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

<p>Education</p> <ul style="list-style-type: none">• Completion of PhD or Medical Doctorate degree, or a Master's degree with equivalent education and experience in a related field (e.g. health care management/administration, public health, clinical/applied psychology, social work, Master's degree in nursing).• Registration, certification or licensed from an appropriate College or certification organization governed by the Regulated Health Professional Act.
<p>Experience</p> <ul style="list-style-type: none">• 10 years of progressive and relevant senior leadership experience in a health care and/or mental health care setting with a proven record of achievement and success.• 5+ years of direct experience in pro-active management of large budgets; specific experience in activity-based budget model will be an asset.• Experience as a clinician and/or senior manager in a university or college setting is beneficial and preferred.
<p>Knowledge/Skills/Abilities</p>

- Significant experience in building consensus and influencing decisions in a diverse multi-disciplinary environment.

Nature and Scope

- **Contacts:** Internally, this position interacts regularly with senior administrators in all academic support departments, including Registrar's Office, IST, Student Success Office, AccessAbility Services, CECS, Campus Police, Athletics and Recreation, Food Services, Human Resources, Deans/Associate Deans and all Faculty or Faculty representatives when appropriate. Externally, this position interacts with officials in local municipalities, Region of Waterloo, and provincial agencies, as well as other Ontario Universities/Colleges, local community leaders and the local programs, services and agencies in the health, mental health, and wellness community. The Director, Campus Wellness is responsible for developing and maintaining strategic working relationships in all these areas to fulfill the primary purpose of the position
- **Level of Responsibility:** This position is responsible and accountable for the development and execution of all health, mental health, and wellness-related strategy, operations, and evolution related to the University of Waterloo community and all its stakeholders.
- **Decision-Making Authority:** This position has final decision-making authority for all items outlined above.
- **Physical and Sensory Demands:** Minimal demands typical of a senior position operating within an office environment.
- **Working Environment:** Exposed to stress and pressure associated with senior level responsibilities. Involves moderate psychological risk resulting from unavoidable exposure to hazardous, disagreeable, or uncomfortable environmental conditions. There may be unusual hours or schedules, multiple and/or tight deadlines beyond one's control, and constant interruptions (e.g., phone calls, e-mails and unplanned but urgent support requests, varying student volume).