



Role Description

Title: Manager, Social Prescription

Department: Community Impact

Date Reviewed: September 29, 2020

Reports to: Senior Manager, Strategic Initiatives & Capacity Building

Purpose of the role:

How does this position relate to organization's Mission and Core Strategies?

The Manager Social Prescription will manage the first phase of a project funded by an Ontario Trillium Foundation (OTF) Seed Grant, designed to help organizations learn. The project at the idea/conceptual stage will assess the feasibility and potential development of a social prescription pilot program.

The initiative will explore ways to help create a community where people receive integrated, wrap-around supports that empower them to thrive. Building inclusive and engaged communities together, the project builds on community assets, fosters greater connections, and creates opportunities for community education.

The Manager Social Prescription will convene two roundtables to leverage shared knowledge and identify opportunities in Halton and Hamilton, building on United Way's established network, and our unique capacity to bring together partners in health care, government, academic research, scientific evaluation, corporate, social services and community. Based on the outcomes of the feasibility stage, this project has the potential to set the foundation for future social prescription investment, due to the high level of interest generated by the community and key stakeholders.

This role will manage the partnership between MIRA and Ontario 211 and will include connecting researchers in aging to community organizations and interventions, facilitating evidence-based practice and policy.

What are the Core Functions of this Position? [Describe the key accountabilities of the role – in other words, the key processes managed, the

systems and processes developed and improved, the significant outputs to be delivered and other key ways in which value is delivered uniquely by this role].

- Manage the idea/concept stage of the Social Prescription project, including recruiting membership for the Social Prescription Roundtables, engaging with key stakeholders and ensuring other project deliverables are achieved
- Develop social prescription model feasibility, including a needs assessment, in partnership with academic researchers at McMaster University and if evidence warrants develop a business case to implement a pilot program
- Engage with diverse stakeholders to leverage their knowledge and experience and facilitate stakeholder events to educate and build awareness
- Connect researchers, health teams, municipalities, regions and community organizations, with exploring interventions and facilitating evidence-based practice and policy
- Manage project coordinator and volunteers associated with social prescription initiative
- Act as the first point of contact for Roundtable members, distributing communication and other relevant materials
- Plan and lead quarterly Roundtable meetings
- Organize and implement knowledge translation and exchange activities to explore existing network connections and assess community readiness
- Plan and facilitate stakeholder events to educate and build awareness
- Prepare project status reports for funders and other key stakeholders

What Decision Authority Does the Position Have? [What decisions can the incumbent make without requiring specific authorization from the next level of management?].

- Managing the first phase of the Social Prescription project for the OTF Seed Grant
- Developing feasibility study and potential business case for social prescription pilot
- Engaging with diverse stakeholders to leverage their knowledge and experience and facilitating stakeholder events to educate and build awareness
- Connecting researchers, health teams, municipalities, regions and community organizations, with exploring interventions and facilitating evidence-based practice and policy
- Managing project support staff, including volunteers
- Planning and leading Roundtable meetings
- Organizing and implementing knowledge translation and exchange activities
- Planning and leading stakeholder events
- Preparing project status reports

General accountabilities: (all employees will be accountable for the following):

- Professionalism
- Keeping the team and appropriate management informed of progress on assignments and deliverables and advising in a timely manner if they determine that timely delivery is at risk
- Accountability for results and the process for achieving results
- Working effectively in a team environment
- Contributing to the continuous improvement of individual, team, process and organizational effectiveness

Management accountabilities: (all management will be accountable for the following):

- Managing team effectiveness
- Developing and managing team capacity
- Managing team performance
- Continuous improvement of core functional processes

Qualifications: [What previous experience and education is considered to be essential to the successful performance of the core functions of this position? What functional expertise is required to effectively discharge the responsibilities of this role?].

- Post-secondary degree in a related discipline or equivalent experience
- Minimum three years' experience in the nonprofit sector
- Minimum two years' experience in a management position
- Knowledge of current social, economic, policy research and public policy issues affecting the social service sector
- Strong consultation and negotiation skills to develop key stakeholder connections and build strong community relationships
- Presentation, public speaking and persuasion skills, including experience presenting at different levels, to different audiences
- Experience in community engagement, partnership development and stakeholder relationship management
- Excellent project management, time management and organizational skills, with an ability to focus effectively on multiple tasks and balance priorities on tight deadlines
- Knowledge of program design, evaluation and financial reporting
- Excellent communication skills, both written and verbal
- Intermediate knowledge of Microsoft Office products (Outlook, Word, Excel, PowerPoint)

Organizational Competencies: Delivers, Connects, Transforms, Inspires, and Models

So that:

- Organizational challenges will be solved and seamless solutions provided in such a way that we are easy to conduct business with
- Operational excellence is achieved
- United Way is able to meet its strategic priorities, campaign and expense goals
- United Way uses systems, resources and processes effectively and efficiently to meet donor needs, balancing local circumstances and organizational requirements

In a way that:

- Models United Way values
- Brings out the best in employees, creates an environment that fosters high performance, team work, creativity, learning and initiative
- Builds cross-functional teams and partnerships that are aligned with the vision and strategy
- Meets all legislative, compliance and regulatory requirements, including privacy
- Encourages collaborative behaviour among all stakeholders (donors, employees, vendors, sponsors)