

ROLE OF THE BEST PROGRAM MANAGER

Background

The Mental Health Capacity Building (MHCB) in Schools Initiative works to promote positive mental health in children, youth, families and support individuals in the community who interact with children and youth. The MHCB initiative is based on research and best practice literature that demonstrates that mental and emotional well-being can be developed, nurtured and supported through promotion and prevention efforts.

MHCB provides the staffing and support required to implement an integrated, school-based community mental health promotion and prevention program, and works with community partners to facilitate access to early intervention and treatment services for those who require it. The programs are locally planned, coordinated and implemented through collaboration with Alberta Health Services zone operations and existing partnerships, school jurisdictions, parents, community agencies and other regional service providers.

The role of the BEST Program Manager is multi-faceted and involves working collaboratively with BEST Success Coaches, school-based teams, the Inclusive Education Team and with community agencies to provide mental health promotion and prevention to children, youth and families.

Procedures

The BEST Program Manager reports to the Director of Inclusive Learning.

1. The BEST Program Manager is responsible for:

- 1.1. providing leadership, direction and structure to support the overall vision, mission and objectives of the Mental Health Capacity Building (MHCB) Initiative;
- 1.2. an understanding of health promotion and prevention philosophy, strategies and principles;
- 1.3. developing and implementing a service plan that aligns with MHCB Initiative objectives;
- 1.4. overseeing and ensuring overall quality and consistency of services;
- 1.5. leadership, coordination and supervision of other MHCB staff members;
- 1.6. mentoring and supporting success coaches;
- 1.7. ensuring strategic use of human resources in providing the most effective and efficient service delivery;
- 1.8. planning and determining the allocation of resources;
- 1.9. ensuring programming meets provincial standards;
- 1.10. maintaining records in accordance with Health Information Act (HIA) and Freedom of Information and Protection of Privacy (FOIP); and ensures compliance with all relevant Alberta Health Services (AHS) policies, contracts, and special agreements;

1.11. maintaining a Professional Growth Plan as per Division Administrative Procedure;

1.12. on-site support to schools and communities that do not have a BEST Coordinator.

2. Collaborative Consultative services and Case Management includes:

2.1. liaising with school administration, community partners and other stakeholders;

2.2. providing supervision and collaborating with community partners while managing service needs and priorities;

2.3. engaging key partners and stakeholders in community collaborative networks to ensure access points to specialized addiction and mental health services and community resources;

2.4. building and maintaining relationships of trust with school staff, families and community professionals;

2.5. working collaboratively with the Inclusive Education Team to ensure the services provided are integrated and complementary.

3. Program Development and Instruction

The BEST Program Manager, in collaboration with BEST Coaches and appropriate school staff, are responsible for:

3.1. building the capacity of school and division staff by providing targeted professional development;

3.2. planning awareness events such as mental health week;

3.3. coordinating a team of professionals, organizing team meetings and team professional development.

3.4. providing summer programming options in communities throughout the Division.

4. Assessment, Evaluation and Reporting:

4.1. ensuring timely submission of financial, statistical and narrative reports as required by AHS;

4.2. overseeing the dissemination and completion of evaluation surveys as required by AHS;

Reference: Mental Health Capacity Building in Schools Initiative
AHS MHCB Service Agreement 2016-2019

Approved: June 5, 2020
Amended: