

**1. IDENTIFICATION**

<b>Position No.:</b>	<b>Job Title:</b>	<b>Supervisor's Position:</b>	<b>Fin. Code:</b>
10-10044	Home & Community Care Manager	Director, HSS Programs	
<b>Department:</b>	<b>Division/Region:</b>	<b>Community:</b>	<b>Location:</b>
Health & Social Services	Home Care/Baffin	Pangnirtung	Pangnirtung

**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>This is the senior position of the Home and Community Care Program for the Baffin Region reporting to the Director of HSS Programs and working in consultation with respective Directors. The incumbent will provide program expertise and will coordinate the support to planning, program development, service delivery and evaluation for home and community care programs in Baffin communities. This will involve coordination of expertise across the department, in partner departments and agencies, and will emphasize community development and deepening of community capacity.</p> <p>The Manager has responsibility for providing direct supervision to the Home Care Nurses in the communities (excluding Iqaluit). In communities that do not have a Home Care Nurse, the Manager in collaboration with the Director and Community Supervisor will provide support and direction for the home care staff.</p> <p>This position will also have the responsibility for supervising the Occupational Therapist and Physiotherapist that are funded under HCC program in Baffin Region.</p> <p>The incumbent will be responsible for developing the home care budget and monitoring the program expenditures.</p>
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**3. SCOPE**

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p> <p>This position is located in Pangnirtung, serves the twelve communities of the Baffin region and reports to the Director of HSS Programs. The incumbent is responsible for providing leadership, direction and support to Home and Community Care Programs throughout the region.</p> <p>The program budget will fluctuate from year to year, but will be at least \$2M and will significantly influence other program budgets and effectiveness (e.g., community health services, medical travel, out of territory placements for children and adults in care, school services, Nunavut court and corrections systems).</p> <p>The incumbent will require sound professional and practical judgment in the development and implementation of a safe, effective and efficient Home and Community Care program. The incumbent is expected to work with minimal supervision in carrying out day-to-day activities.</p>
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The incumbent ensures that activities are performed in a manner consistent with appropriate program and professional guidelines, including the mandate and goals of the GN Department of Health & Social Services, and the First Nation & Inuit Home and Community Care Program. The incumbent works in a multi-disciplinary team setting in collaboration with the Directors of H&SS, HR, Hamlets, RIA's, NSDC, GN, and Health Canada.

#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

**Manages the H&CC program and administrative operation in the eleven communities by:**

- Preparing monthly, annual and special reports; processing and receiving supplies / equipment; collecting statistics, maintaining inventory;
- Handling personal, telephone or written inquiries of clients, healthcare professionals and administration and the general public;
- Liaising, developing and maintaining cooperative and effective relationships with physicians, community health nurses, other agencies, administration, Inuit organizations and the community;
- Participating in inter-agency meetings to plan, implement, and evaluate joint projects related to health;
- Developing and recommending the annual measurable objectives and work plans (report to Health Canada); and
- Developing the annual H&CC program budget and monitoring expenditures for Baffin communities

**Providing professional and clinical supervision to ensure the safe and effective delivery of home and community care services by:**

- Directly supervising dedicated H&CC nursing staff and local coordinators – and other professional staff as required – in Baffin communities;
- Conducting staff meetings to disseminate information, interpret policies, problem solve and team build;
- Ensuring that effective case management practices are maintained by H&CC staff, in the context of multi-disciplinary community teams;
- Reviewing and evaluating performance of staff under supervision;
- Applying the nursing process (assessment, planning, intervention and evaluation) to intervene in the disease process and restore, protect and promote health;
- Developing plans for assessment, referral and treatment of individuals requiring care beyond that which their families and community can provide;
- Developing a system for the continual updating of aged and handicapped needs assessment in consultation with community and appropriate headquarters staff;
- Planning, coordinating and facilitating health education and promotion activities based on needs assessment;
- Implementing and monitoring adherence to approved policies, procedures and programs;
- Advocating for the disadvantaged to promote development and resources and equitable access to health related services;
- Developing, negotiating and auditing contracts as required;
- Recommending policy, standards and procedures for the home and community care program in accordance with the philosophy and objectives of Pinasuaqtavut the "Bathurst Mandate");
- Assisting in assessing needs of home care clients; and

- Ensuring that records, files, and documents are secure and maintained according to professional and legal guidelines.

**Coordinating and facilitating the engagement of external parties, with program expertise, to support community service design and delivery by:**

- Assisting in the identification and screening of external resources, where appropriate;
- Assisting other government departments and concerned organizations to plan programs that will support community based care;
- Consulting with program staff in the region and in headquarters regarding development of long term care programs, recommending culturally and geographically specific adaptation where required;
- Working with other government officials and organizations to present progress on development of home and community care programs for people of all ages in the Baffin region; and
- Consulting with departments, agencies, community groups and councils and with other government officials in relation to specific community and home care concerns, in order to identify objectives and priority areas and plan appropriate action in an attempt to alleviate any community concerns.

**Ensuring appropriate training is accessed by program staff by:**

- Planning and organizing home and community care training programs specific to the needs of the region/communities;
- Researching, planning and organizing education programs for the training of service delivery personal;
- Participating in training courses, workshops, seminars, and conferences to ensure maintenance of current knowledge of home care and community based care; and
- Providing orientation, guidance, support and training as required.

**Facilitates program design to maximize community benefit by:**

- Supporting and directing the integration of new home and community care services with existing services;
- Developing a system for continual updating and support for the home and community care program within the communities of the Baffin region;
- Consulting with individuals/groups and compiling data to perform periodic needs assessments to establish program priorities; and
- Monitoring demand for and uses of programs / services provided.

**Ensuring effective public accountability mechanisms are in place:**

- Developing a recording system to reflect the program features, objectives and success in achieving objectives in each community;
- Assisting communities to develop regular record-keeping and related reports;
- Developing comprehensive regional reports to ensure territorial accountability;
- Enabling communities to identify needs, accept ownership and take action for resolution of health issues/concerns; and
- Traveling to the communities to ensure that community programs are utilized and functioning within the policy guidelines or contract requirements, as well as encouraging and assisting in the development of new resources.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for**

**satisfactory job performance.**

- Sound clinical, professional and managerial skills
- Knowledge of community dynamics and Inuit culture
- Knowledge of the Nunavut health and social service system
- Skills in planning, organizing, implementing and evaluating programs
- Facility with data systems an asset
- Ability to travel in small planes
- Degree or diploma in Nursing, social work or allied health services (e.g. OT)
- Minimum of 4 years experience in related field

**6. WORKING CONDITIONS**

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

**PHYSICAL DEMANDS**

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

- No unusual conditions.

**ENVIRONMENTAL CONDITIONS**

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

- Frequent travel required.

**SENSORY DEMANDS**

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

- No unusual conditions.

**MENTAL DEMANDS**

Indicate conditions that may lead to mental or emotional fatigue.

- No unusual conditions.

**7. CERTIFICATION**

<hr/> Employee Signature	Executive Director, Baffin Region <hr/> Supervisor Title
<hr/> Printed Name	<hr/> Supervisor Signature
<hr/> Date I certify that I have read and understood the responsibilities assigned to this position.	<hr/> Date I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Deputy Head Signature  <hr/> Date I approve the delegation of the responsibilities outlined herein the context of the attached organizational structure.	

**8. ORGANIZATIONAL CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate position (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**