

### 1. IDENTIFICATION

<b>Position No.</b> 10-09300	<b>Job Title</b> Regional Public Health Supervisor	<b>Supervisor's Position</b> <b>Director Health Programs</b>	
<b>Department</b> Health	<b>Division/Region</b> Kivalliq	<b>Community</b> Rankin Inlet	<b>Location</b> Rankin Inlet
<b>Freebalance Coding:</b> 10540-01-3-320-1000000-01			

### 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The position exists to ensure effective leadership and management of Public Health programming within the Kivalliq Region. This position manages the Rankin Inlet Wellness Centre which is a stand alone facility separate from the Health Centre. This includes the management and supervision of all support staff (Clerk Interpreters, Housekeepers, Caretaker), as well as Nursing, Communicable Disease Coordination, Community Health Representatives and Environmental Health programming.</p> <p>The position supervises and ensures the provision of professional public health nursing care to clients in accordance with established standards of nursing practice and the philosophy and objectives of the Department of Health.</p> <p>The position promotes optimal health for the region. The incumbent will administer a comprehensive community and regional health program in conjunction with other members of the healthcare team. The position is responsible for stimulating health awareness for preventative purposes at all levels (i.e. primary – health promotion and specific protection against diseases; secondary – early diagnosis and prompt treatment intervention in the disease process; tertiary – rehabilitative activities.</p> <p>The position is responsible for the full range of communicable disease/tuberculosis (CDC/TB) surveillance and control activities for the region in accordance with established standards of nursing practice and the philosophy and objectives.</p> <p>The position acts as a regional resource for other health care professionals in the region. The incumbent is the primary specialist for the region to provide guidance and support to other health care professionals and provides orientation and on-going training and support for the public health function in the region.</p>
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### 3. SCOPE

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?</b></p>
<p>This senior level practitioner has responsibility for managing and providing direct supervision of the Wellness Centre staff in Rankin Inlet with various levels of qualifications and experience. The regional supervisor provides leadership direction and guidance to all public health staff in the Wellness Centre.</p> <p>The position ensures compliance with professional standards, protocols and best practices and supports the enhancement of appropriate linkages with staff, allied agencies and community organizations. Operating within a defined budget, the incumbent is required to use sound judgement in allocating funds in the most appropriate manner.</p> <p>The position provides efficient and effective surveillance and coordination of mandated CDC/TB surveillance and control programs. The incumbent ensures compliance with territorial standards for communicable disease control.</p>

### 4. RESPONSIBILITIES

<p><b>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</b></p>
<p>Manages the community and regional program and administrative operation of public health:</p> <ul style="list-style-type: none"> <li>• Prepares monthly, annual and special reports</li> <li>• Processes correspondence and implements directives from regional and territorial offices</li> <li>• Requisition supplies and ensures appropriate inventory for public health caseload and contingencies</li> <li>• Handles inquiries from patients, health care professionals, administrative staff and the general public</li> <li>• Coordinates programs with other departments</li> <li>• Liaises, develops and maintains cooperative and effective relationships with physicians, agencies, organizations and the general public</li> <li>• Participates in interagency meetings to plan, implement and evaluate joint projects related to health</li> <li>• Develops and maintains annual work plans with measureable goals and objectives</li> <li>• Participates in the development of the annual public health budget and monitors expenditures under scope of authority</li> <li>• Consults with individuals/groups and compiles data to perform periodic needs assessments to identify program priorities</li> <li>• Plans, controls and coordinates the provision of public health programs/services in the designated service area</li> <li>• Monitors demand and uses of programs and services provided through the analysis of statistics</li> <li>• Adjusts resource allocation as required within scope of authority</li> </ul>

- Performs or arranges for regular maintenance and repair of medical equipment

Directs the provision of community and regional public health services:

- Assigns work schedules, evaluates program and service delivery
- Oversees the activities of staff reporting to this position
- Reviews and evaluates performance of health centre staff, and imposes discipline as required
- Uses nursing skills and the nursing process to advise, instruct, guide and supervise nursing staff
- Ensures that records, files and documents are secure and maintained according to professional and legal guidelines
- Assesses staff training and development needs
- Recommends training plans, provides orientation, guidance, support and training as required
- Provides and/or ensures occupational health and safety education and activities/services including a disaster plan for worksite
- Conducts staff meetings to disseminate information, interprets policies, problem solves and team builds
- Implements and monitors adherence to approved policies, procedures and programs
- Recommends changes and/or improvements as required
- Recommends and implements approved activities related to the quality assurance program (e.g. audits).
- Implements community and regional programs of communicable disease surveillance and prevention and control:
  - Assesses the current status of immunization in the region to ensure that immunization practices comply with territorial standards
  - Provides outbreak management and investigation services for suspected outbreaks within the region. This includes providing frontline nursing care as well as contact tracing activities as required
  - Monitors community management of the control aspects of communicable diseases as required by legislation and departmental policy
  - Evaluates programs and makes recommendations for improvements to headquarters
  - Implements specific control measures for managing suspect or identifies communicable disease and initiates the investigation of the source infection
  - Provides advice, direction and information on matters relating to surveillance, diagnosis, standard treatment protocol, follow up, prevention and/or control of infectious diseases to public health providers
  - Participates in the establishment of outbreak control measures in the region and coordinates programs/services to control infectious disease in communities
  - Promotes continuous quality improvement (CQI) and participates in risk management activities
  - Participates as a member on committees related to infection control such as Emergency Measures and Infection Control
  - Prepares and delivers health education materials for use on radio, television or print in accordance with policy on media contract

Consults on community and regional public health services for the communicable diseases program:

- Promotes sound judgement in the application of the nursing, environmental health and communicable disease process
- Promotes the maintenance of files and documentation according to professional and legal guidelines
- Implements and monitors adherence to approved policies, procedures and program standards and recommending changes as required

Provides professional public health services to clients in accordance with departmental policies and procedures by:

- Applies the nursing process (assessment, planning, intervention and evaluation) to intervene in disease process and restore, protect and promote health
- Makes decisions regarding client management and facilitates referrals in consultation with other health care professionals
- Initiates and conducts individual/family case conferences with nursing/medical staff and/or other health care workers
- Enables community to identify needs, accept ownership and take action to resolve health issues and concerns
- Participates in communicable disease control, chronic disease surveillance, health education classes, and school health programs
- Conducts specialty health education and promotion activities based on needs assessment
- Promotes a safe and healthy environment in homes, schools, daycare centres, boarding homes, worksites and the community
- Guides Environmental Health Officers and others to address concerns of a public health nature
- Maintains an up to date knowledge of worksite and community disaster plans and procedures, participates in disaster situation exercises
- Preceptors nursing students as required

Manages the Wellness Centre

- Supervises all aspects of employees such as performance management, training and development, hiring and imposing progressive discipline
- Ensures the facility is run within departmental budgets
- Ensures adherence by staff to infection prevention and control standards
- Monitors supplies and requisitions for the facility ensuring that it is adequately resourced
- Ensures quality, timely provision of service in the client's language of choice
- Ensures the security of the facility to reduce losses of resources
- Ensures quality programs are run in the facility as outlined in divisional business plans

Other duties as assigned

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

Contextual Knowledge:

- Current trends in health promotion/disease prevention practices and programs;
- Core competencies for public health in Canada;
- Community Health Nurses of Canada (CHNC) public health nursing competencies, standards of practice, and professional practice model;
- Knowledge of outbreak management processes;
- Theories, principles and practices of HR and financial administration;
- Theories, principles and practices of adult learning;
- Theories, principles and practices of program evaluation;
- Understanding of cultural safety in public health for an Inuit population.

Skills and Abilities

- Ability to work effectively in a cross cultural setting, ensuring that Inuit Societal Values are acknowledged and maintained during patient and employee interactions;
- Group facilitation and teaching skills;
- Effective verbal and written communication skills;
- Crisis and conflict resolution skills;
- Demonstrated leadership and analytic skills;
- Case management skills;
- Proficiency in computer software such as Word and Excel.

The above knowledge, skills and abilities are typically acquired through;

- Bachelor Degree of Nursing, or Diploma in Nursing with Certificate in Public Health;
- Five years nursing experience in public health or related field, including two years supervisory/management experience;
- RNANT/NU registration or ability to obtain registration prior to start date;
- Current BCLS (Basic Cardiac Life Support) qualification is required;
- A valid driver's license;
- Within 3 months of hire, all relevant certifications and immunizations.
- The ability to communicate in more than one of Nunavut's official languages is an asset.

This is a highly sensitive position. Criminal and vulnerable sector checks are required.

## 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 each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).**

### Physical Demands

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

- The incumbent in this position will experience moderate physical fatigue or physical stress.
- This position demands that the nurse be physically mobile in the community, capable of lifting and carrying equipment and standing for long periods of time.

### 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 increase the risk of accident, ill health, or physical discomfort.

- The incumbent will experience mild physical discomfort in this position as the incumbent will be exposed to the following:
  - Travel within the community in adverse winter weather conditions.
  - Exposure to blood and body fluids, infectious materials and hazardous substances.
  - Exposure to communicable diseases.

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents' senses.

- This position will require considerable sensory attention as the incumbent is expected to administer public health prevention and promotion to the community.

### Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Considerable mental stress will result as the incumbent will experience the following:
  - Conflicting priorities, high demands for service and the need to constantly teach and motivate clients.
  - Focusing on detailed and highly complex community client care issues on a regular basis.
  - Regularly using good judgment and common sense while making decisions outside the normal scope of practice.

### 7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

### 8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (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”.**