

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
See appendix	Supervisor Community Public Health	See appendix	See appendix
Department	Division/Region	Community	Location
Health	See appendix	See appendix	See appendix

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Under the direction of the Director Population Health, this nursing position focuses on preventative health strategies to promote the health and well being of the community, family, and individuals by assessing development, health, financial and social status, and determining risk factors; promoting communicable disease control in the general population; developing partnerships to provide professional collaboration and consultation; assisting in the development of policies and action plans in the community; and acting as a health advocate.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

The primary scope of the Supervisor Community Public Health is the provision or supervision of upstream public health nursing initiatives. The primary client is the community and health system. Using a capacity building and strength-based approach, they provide, coordinate or facilitate client care and link people to community resources. The Supervisor Community Public Health views health as a dynamic process of physical, mental, spiritual and social well-being.

This position will support the effective and efficient functioning of a comprehensive population health service, as well as, be responsive to community identified needs in regards to wellness issues. Working within the Health Promotion system, the position supports the health and well-being of individuals, families, groups, communities, populations and systems. The position promotes health using the following strategies: health promotion; illness and injury prevention and health protection; and health maintenance to address wellness issues in communities.

The incumbent will support clients to address their wellness issue(s) through education on prevention, management, surveillance and control of the issue(s) in accordance with Territorial and National standards. This will significantly and positively impact the determinants of health for Nunavummiut.

The position assists in the development of policies on health promotion and public health matters and develops health promotion programs to be delivered at the community level.

The position assists in the collection of population health data in the communities and uses epidemiological methods to identify and develop programs that meet the health priority needs in the communities.

This is the senior Population Health position in the community and the incumbent has responsibility for managing and providing direct supervision for community health representatives, dental therapists and other Health staff at various levels of qualification, experience and training.

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.

The Supervisor Community Public Health focuses on health promotion by:

- directing action to address specific public health issues by using a comprehensive mix of public health strategies to address unique needs and to build individual, family, group, community and system capacity
- collaborating with the communities and other stakeholders in conducting a holistic assessment of the community in consultation with the CHDC (where applicable)
- collecting data on health indicators and using the information to inform communities on wellness issues
- collaborating with territorial leads on/or developing and distributing public health materials in order to address community wellness issues
- supporting the CHDC in facilitating planned population health change with the community
- supporting communities to implement health promotion strategies based on the Ottawa Charter for Health Promotion by: identifying strategies for change that will make it easier for communities to make healthier choices
- collaborating with communities to assist them in taking responsibility for maintaining or improving their health by increasing their knowledge, influence and control over the determinates of health in collaboration with the CHDC
- understanding and using social marketing strategies to raise consciousness of health issues to change behaviours
- evaluating and providing input to leaders in population health promotion programming to advocate for modifications of programs

The Supervisor Community Public Health adopts principles of prevention and protection and applies a repertoire of activities to minimize the occurrence of diseases or injuries and their consequences to communities by:

- recognizing and selecting the appropriate level of preventative interventions
- assisting communities to identify potential risks to health, and then to make informed choices regarding protective and preventative health measures
- utilizing harm reduction principles to inform communities on how to reduce or remove risk factors in a variety of contexts
- engaging collaborative, interdisciplinary and intersectoral partnerships to address risks identified by communities and to address prevention and protection issues
- collaborating with community health committees, Hamlets, schools, government agencies, community organizations and co-workers to deliver nursing services
- collaborating with the community, local health centre, regional or territorial CDC or the office of the CMOH to deliver immunization programs in the community
- applying epidemiological principles such as screening, surveillance and education in consultation with the CDC, the Territorial Epidemiologist, the Territorial Environmental Health Officer (or designate) and the office of the CMOH
- participating in outbreak investigation as directed by their supervisor, regional CDC, territorial CDC or the CMOH

The Supervisor Community Public Health works to build community capacity by:

- working collaboratively with the community, other professionals, agencies and sectors to identify needs, strengths and available resources
- facilitating action in support of the five priorities of the Jakarta Declaration to: promote social responsibility for health; increase investments for health development; expand partnerships for health promotion; increase community capacity and; secure an infrastructure for community

health promotion

- using community development principles: engaging community in consultative process; recognize and build on the community's readiness for participation; using empowering strategies; understanding group dynamics and effectively using facilitation skills to support community wellness development; enabling communities to participate in the resolution of their issues, and; assisting communities to avail of resources to support taking action on their health issues
- acting as a steering committee member for the development, implementation and ongoing evaluation of health information systems (including the Nutaqqavut Health Information System)
- supporting communities to develop self-advocacy skills
- applying principles of social justice to engage support for communities who are unable to take action for themselves
- actively working to build capacity for health promotion with health professionals and community partners
- working with communities to evaluate the outcomes of community health programs and interventions
- participating in the delivery of health services to satellite communities where applicable through teleconferences and liaison with the CHC Supervisor Health Programs

The Supervisor Community Public Health assesses, plans, implements and evaluates clinical Public Health activities by:

- applying the nursing process (assessment, planning, implementation, evaluation) to identify needs, develop programs/services, implement health promotion/disease prevention strategies including utilization of appropriate resources and methods of delivering information
- conducting screening and teaching activities in the community (blood pressure clinics, healthy food clinics, glucose monitoring, etc) and referring clients to appropriate clinical follow-up
- recognizing and reacting to cultural differences in the delivery of client education services
- evaluating community health programs on a continuing basis and modifying programs for appropriateness

The Supervisor Community Public Health provides clinical/primary care nursing in the event of a disaster or community emergency to clients in accordance with established policies and procedures of the Department of Health and Social Services in accordance with the community disaster plan, the direction of their supervisor and the office of the CMOH by:

- applying the nursing process to intervene in the disease process and restore health
- performing nursing and sanctioned/transferred medical functions according to the established Policies and Procedures in accordance with Department of Health Nursing Services Division: Standards, Policies and Guidelines Administrative Manual up to the level of individual competence for the incumbent
- making decisions regarding client management including crisis management and facilitating referral in consultation with other health care professionals
- identifying and utilizing available support agencies and resource people
- maintaining confidentiality of all client related information

The Supervisor Community Public Health directs the provision of community public health services by:

- assigning work schedules, evaluating program and service delivery
- overseeing the activities of CHR and other staff as per the HSS Organizational Chart
- reviewing and evaluating performance of staff under supervision
- ensuring that records, files and documents are secure and maintained according to professional and legal guidelines
- assessing staff training, development needs and assisting staff in career planning
- providing and/or ensuring occupational health and safety education and activities/services including a disaster plan for worksite
- conducting staff meetings to disseminate information, interpret policies, problem solve and team

build

- implementing and monitoring adherence to approved policies, procedures and programs
- recommending changes and/or improvements as required
- recommending and implementing approved activities related to the quality assurance program
- utilizing health information systems (including the Nutaqqavut Health Information System) to identify community health concerns and evaluate programs and policies

The Supervisor Community Public Health facilitates access and equity by:

- assessing and understanding community capacity including norms, values, beliefs
- providing culturally sensitive activities to address wellness issues
- advocating for appropriate resources for communities to facilitate access to conditions for wellness services
- collaborating with communities, CHDCs, CHRs and other health care practitioners to identify and provide programs and delivery methods that are acceptable to them and responsive to their wellness needs

The Supervisor Community Public Health demonstrates professional responsibility and accountability by:

- taking measures to protect communities from unsafe or unethical circumstances
- providing constructive feedback to communities as appropriate to enhance community wellness
- advocating for effective community health promotion resources
- participating in public health emergency preparedness planning at the community level
- participating in the orientation, support and guidance of new nurses, physicians, students and support staff on the role of the Supervisor Community Public Health

The Supervisor Community Public Health performs administrative and supervisory functions which may include:

- contributing to performance evaluations of staff as required
- performing delegated administrative functions, preparing reports, processing correspondence and reports, requisitioning, processing and receiving supplies and equipment
- maintaining records in a concise, accurate and confidential manner
- participating in special projects (e.g. research)
- assisting with preceptorship of students enrolled in health science programs
- participating in risk management and continuous quality improvement activity
- contributing information to surveillance data

The Supervisor Community Public Health maintains a thorough and sound working knowledge of current public health nursing practices, skills and knowledge by:

- attending in-service sessions, conducting self-directed studies and pursuing professional development activities, reviewing current literature
- attending and participating in staff and committee meetings
- obtaining and maintaining certifications for required expanded role competencies

Adapting and incorporating Inuit Societal Values with healthcare service delivery by:

- Respecting others, advocate for equity and social improvement, involvement with the community and activities, be innovative and resourceful.

5. KNOWLEDGE, SKILLS AND ABILITIES

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

- Bachelors of Nursing ; Masters of Public Health or other related field is preferred
- RNANT/NU registration

- Basic CPR with annual re-certification is required
- Knowledge of current trends in health promotion/disease prevention practices and programs
- Completion of Nunavut Immunization program is mandatory within the first month of hiring
- Ability to work effectively in a cross cultural setting ensuring that Inuit Societal Values are acknowledged and maintained during patient and employee interactions
- Knowledge of Core Competencies for Public Health in Canada is an asset
- Knowledge of the Community Health Nurses of Canada Public Health Nursing Discipline Specific Competencies (2009) is an asset
- Knowledge of the Canadian Community Health Nursing Professional Practice Model and Standards of Practice (2011) is an asset
- Online Public Health Agency of Canada skills enhancement course is an asset
- Well-developed skills in order to communicate/teach effectively on an individual or group basis within a cross-cultural setting
- Incumbent must be willing to work in a multi-faceted environment
- Equivalencies will be considered
- This is a Highly Sensitive Position. Vulnerable Sector and Criminal record checks are required.

6. WORKING CONDITIONS

Physical Demands

- Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.**
- The incumbent in this position may 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
 - In an emergency situation, exposure to communicable/infectious diseases

Environmental Conditions

- Indicate the nature of adverse environmental conditions, to which the job holder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.**
- The incumbent may experience considerable physical discomfort in this position as the incumbent will be exposed to the following:
 - Travel within the community in adverse winter weather conditions.
 - In an emergent situation exposure to blood and body fluids, infectious materials and hazardous substances.
 - In an emergent situation exposure to communicable diseases.

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

Mental Demands

<p>Indicate conditions that may lead to mental or emotional fatigue.</p> <ul style="list-style-type: none"> ▪ Considerable mental stress may result as the incumbent will experience the following: <ul style="list-style-type: none"> ○ Conflicting priorities, high demands for service and the need to constantly teach and motivate clients ○ Focusing on detailed and highly complex client care issues on a regular basis. ○ Regularly using good judgment and common sense while making decisions outside the normal scope of practice.
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7. CERTIFICATION

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

