

1. IDENTIFICATION

Position No.	Job Title Supervisor Home & Community Care/Nurse	Supervisor's Position Manager Home & Community Care
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Department Health & Social Services	Division/Region Home Care	Community All	Location All
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Fin. Code:

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Manager, Home and Community Care, this position ensures the coordination of the Home & Community Care Program in the designated service area of _____ and provides leadership, direction and support to program staff in accordance with established standards of home care and the philosophy and objectives of the Department of Health & Social Services.</p> <p>In addition to supervising home care staff supporting clients in their homes to enable them to maintain independence and function in their home environment, the Supervisor Home & Community Care/Nurse will provide front-line nursing care to clients in their homes, based on initial client assessments and care plans, and within the scope of the Nunavut Home and Community Care Program.</p> <p>Throughout the delivery of care, the incumbent will reassess the client's condition and needs, and recommend changes to the care plan as needed.</p>

3. SCOPE

<p>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?</p> <p>The Supervisor Home & Community Care/Nurse works closely with the Manager Home & Community Care and provides input regarding client assessments and care plan development. The incumbent will support the administration of a comprehensive community health program in conjunction with other members of the health and social services community team.</p>
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The position is a key link between the client and family and other members of the health team, including other organizations and programs that may be providing services.

Depending on the nature and scope of the particular community home care needs at a given time, the incumbent may be required from time to time to source additional resources to support the program delivery in an effective and efficient manner to ensure that client needs are met at all times.

4. RESPONSIBILITIES

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 *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

Main Activities:

Manages the Home & Community Care Program in the designated service area:

- Plans, controls and coordinates the provision of community home care programs/ services in the designated service area
- Monitors demand for and uses of programs/services provided, adjusting resource allocation as a result of fluctuations in demand
- Requisitioning, processing and receiving supplies and/or equipment, maintaining inventory
- Monitors, collects and analyzes statistics on program delivery in the designated service area and prepares reports for the Manager
- Ensures that all client, family and program information, records and communication are treated with strict confidentiality and are secured and maintained according to professional and legal guidelines
- Ensures informed consent form is obtained from clients before delivery of care
- Records data appropriately, accurately, completely and in a timely way to ensure clear and accurate client and employee records
- Handling personal, telephone or written inquiries of clients, health care professionals, administration and the general public
- Provides information and educates clients and their families to assist them in self care and more effectively managing clients' conditions
- Participates in local information and communication processes to inform and educate the community about the Nunavut Home and Community Care Program and developments
- Participates in Program planning and evaluation with the Manager Home & Community Care, and as appropriate, the Territorial Coordinator Home and Continuing Care

Provides supervision and guidance to staff to ensure duties are performed as expected and to facilitate professional development:

- Provides support, orientation, training, mentoring and coaching to Home and Community Care Workers and other home care staff such as Home & Community Care Representatives
- Reviews and evaluates performance of staff under supervision, providing ongoing

- feedback and conducting performance appraisals
- Applies the terms of the collective agreement
 - Makes recommendations for disciplinary action that may be required
 - Supervises Home and Community Care Program staff and assigns work loads
 - Ensures casual time sheets are signed and submitted to H.R. /Payroll for payment on a regular and timely basis
 - Meets with staff members individually and in groups to discuss their activities on a regular basis, disseminate information, standardize procedures, plan programs and encourage a team approach to client care
 - Monitors service delivery directly and through chart review and monthly reporting, bringing issues to the attention of the Program Supervisor and Regional Home and Community Care Coordinator

Coordinates and directs the provision of community home care services:

- May conduct initial client assessments and reassessments, working with the Manager Home & Community Care
- Participates in the development of an initial care plan
- Participates in ongoing client assessment and progress reporting
- Links with physicians, Community Health Nurses and other members of the client's health care team to provide coordinated client care
- Links with health promotion, environmental health programs, mental health programs dental programs, social service programs, and others as required to support the client
- Assigns work schedules to ensure effective service capacity

Provides professional home care services to clients in accordance with departmental policies and procedures:

- Provides nursing care to clients in their homes, based on initial client assessments and care plans, and within the scope of the Nunavut Home and Community Care Program
- Continually assesses and reports changes in client's condition, environment, and other factors affecting the client's needs and care, to the Manager Home & Community Care immediately
- Provides personal care to those clients whose condition is unstable and therefore care cannot be safely provided by Home and Community Care Workers

Maintain a thorough and sound working knowledge of current home care nursing practices, skills and knowledge.

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 behaviors 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.

- Current certification and member in good standing with the NWT/NU Registered Nurses Association
- Baccalaureate degree in nursing from a Canadian university or recognized equivalent or Certificate or diploma in nursing or community health nursing from a recognized post-secondary institution
- One year of community or home care nursing an asset

- Excellent interpersonal and communication skills
- Ability to read and write in English; ability to speak, read and write Inuktitut an asset
- Supervisory skills, including coaching, mentoring, teaching and performance appraisal skills
- Organizational and coordinating skills
- Positive community relations and ability to build linkages with other community services and programs
- Awareness and solid understanding of Nunavut Home and Community Care Program policies and procedures
- Computer skills
- Possesses or is able to obtain valid driver's licence

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.
- Moderate physical effort
 - Lifting and bending in awkward positions
 - Lifting up to 40 pounds

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.
- May be exposed to a variety of environmental working conditions and external hazards
 - May be required to work days, evenings, nights, weekends and statutory holidays
 - Required to travel in the community

Sensory Demands

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

Mental Demands

<p>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.</p> <ul style="list-style-type: none"> • Effectively deals with a variety of clients, their families, community members, staff and other health and social services programs • Handles multiple demands and interruptions • Handles conflict and crisis situations • Ability to work independently, while working closely with Manager Home & Community Care • Works within assigned time frames • Effectively manages confidentiality issues in a small community

7. CERTIFICATION

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

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”.