

1. IDENTIFICATION

Position No. 10-12428	Job Title RN Manager Continuing Care	Supervisor's Position Director, Health Programs (North)	
Department Health	Division/Region Baffin	Community Igloolik	Location Igloolik
Fin. Code: 10627-01-2-230-1000000-01			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The purpose of this position is to provide the overall management and delivery of programs and services towards the goal of providing quality continuing care for clients in the Continuing Care Centre of Igloolik, Baffin Region. The position develops professional and community partnerships in order to consult and collaborate on developing, implementing and evaluating programs and services that meet the needs of client continuing care and which are in accordance with the policies, standards and practices of the Government of Nunavut, Department of Health.</p>

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<p>Located in Igloolik, this position reports to the Director of Health Programs (North). The incumbent provides leadership and direction to a multi-disciplinary workforce with 16 positions reporting directly to the Nurse Manager: Four (4) Licensed Practical Nurses, eight (8) Continuing Care Workers, one (1) Cook, one (1) Janitor/Caretaker/Driver, one (1) Laundry/Housekeeping Aide, one (1) Recreational Therapy Worker. Provision of effective management of staff directly impacts on the ability and availability of those continuing care staff to provide quality care to the clients of the Continuing Care Centre.</p> <p>The position is responsible for an annual budget of \$2.7 million allocated to provide Continuing Care Centre programs and services within the community. The decisions and recommendations made by the incumbent have a direct impact on the effectiveness and efficiency of human resources, program and service delivery and financial budgets. This requires proper research be done to ensure that decisions are in line with the organization's priorities, and best practice guidelines and to ensure the effective use of funding. The incumbent ensures that the Continuing Care Centre programs and services</p>

function in an efficient, effective, client-focused manner within the constraints of the budget.

The incumbent maintains contact with the Government of Nunavut, Baffin Regional Health Services, Home and Community Care Consultants , Community Health Nurses, Physiotherapists, Physicians, and other health care professionals that are providing care and treatment to Regional residents in order to maximize the effectiveness of program and service delivery. This position also meets with community groups, hamlet councils and local community service authorities to communicate the goals and objectives of the Igloodik Continuing Care Centre and to develop and sustain community involvement.

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.

RESPONSIBILITIES:

Plans for the continued and new services and programs, ensuring quality client care within the Continuing Care Centre by:

- Researching and analyzing trends, information and data for new or improved services and programs (e.g. statistical analysis of morbidity, mortality, immunization);
- Consulting with individuals, groups and community organizations to identify client expectations and needs;
- Developing programs and service goals and activities that support the organization's expected results and identified client needs , (e.g. Disaster Plan);
- Identifying the resources required for the delivery of programs and services, inclusive of staffing requirements, equipment and supply needs and preparing the monthly budget forecasts in accordance to the needs of the Continuing Care Centre.

Manages and coordinates the programs and administrative operation of the Continuing Care Centre by:

- Developing administrative and operational policies, procedures, manuals and directives to govern the facility programs and services and communicating to staff;
- Implementing, monitoring and evaluating continuing and new Continuing Care Centre programs and services;

- Requisitioning, processing, and receiving supplies/equipment/pharmaceutical and biological agents, collecting statistics and maintaining inventory;
- Ensuring an ongoing preventative maintenance and the repair of medical-nursing and facility equipment through established contracts and protocols;
- Manages delegated portion of the Director's budget by
 - determining financial requirements and administering their portion of the budget
 - monitoring and reporting activity against budgets/business plans and responding to variances as appropriate
 - determining business/financial efficiencies respecting the utilization of resources
 - commits corporate funds through the authority to negotiate, conclude and manage professional resources contracts up to the delegated authority of \$5000.
- Performs administrative functions to ensure accurate and timely record keeping, gathers and tracks information and statistical data, prepares reports as requested in order to facilitate the objectives of the Continuing Care Centre.

Directs the provision of Continuing Care Centre services by:

- Participating as a full member of the Continuing Care Intake Committee to review all applications and make decisions concerning placement into the Continuing Care Centre;
- Maintaining a Continuing Care Registry of individuals who have been placed within the Continuing Care Centre, their respective categories of care and gender and generates statistical data from a client Information System as required;
- Establishing and maintaining cooperative working relationships with Physicians, Igloolik Health Centre, other Continuing Care Centres, Inuit organizations and the community with a view to identifying and assessing the needs of clients and evaluating the effectiveness of the Continuing Care Centre programs and service through consultation and collaboration;
- Leading in the screening and selection of Continuing Care Centre staff;
- Providing effective staff orientation inclusive of Occupational Health and Safety Awareness training;
- Developing annual performance objectives and work plans of staff members;
- Assigning the work schedules of all direct reports;
- Authorizing leaves of absence and managing issues associated with attendance management;
- Authorizing the use of overtime;
- Conducting regular performance reviews of staff under their supervision; identify staff training, professional development and/or other needs required to assist in achieving staff performance objectives and work plans;

- Ensuring effective and expeditious resolution to workplace disputes and as necessary, conferring appropriate discipline within their delegated authorities and in accordance to the applicable Organizational Acts, Policies and Collective Agreements that govern the terms and conditions of employment;
- Determining resolution and signing on behalf of management for complaint stage or first level grievances;
- Ensure records, files and documents are secure and maintained according to professional and legal guidelines ;
- Ensuring effective communication with all staff through regular meetings, correspondence through e-mail and hardcopy written materials regarding policies, procedures, protocols and programs and other relevant information.

Provides professional secondary care nursing services to clients in accordance with departmental policies and procedures by:

- Performing direct nursing functions as required according to policies and procedures established by the department in accordance with the nursing administrative manual, Standards of Practice for Registered Nurses, policies and guidelines;
- Making decisions regarding client management including crisis management and facilitating appropriate referrals in consultation with other health care professionals;
- Initiating and conducting individual/family case conferences with nursing/medical staff and other health care workers in order to effect quality client care;
- Planning, coordinating and facilitating health education and promotion activities based on needs assessment;
- Collaborating with the Environmental Health Officer and others to ensure the identification and resolution of environmental safety concerns with the Continuing Care Centre;
- Maintaining up-to-date knowledge of worksite and community disaster plans and procedures;
- Ensuring regular disaster exercises are held to ensure the safety and continuance of effective client management.

Maintains a thorough and sound working knowledge of current nursing practices, skills and knowledge by:

- Attending in-service sessions, conducting self-directed duties, and pursuing professional development activities, including participation on committees as appropriate;

- Obtaining and maintaining required certifications for required and expanded role competencies;
- Ensuring knowledge and awareness of current trends in Palliative Care Nursing

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Mandatory Education & Licensure/Registration:

- Bachelor's Degree in Nursing from a Canadian University
- Current valid licensure as a Registered Nurse within Canada
- Five (5) years management experience, preferably in a continuing care setting; completion of a management training program would be an asset;
- Current certification in CPR

Preference will be given to candidates who have successfully completed one or more of the following training programs:

- Non-violent crisis intervention
- Fire and Emergency Evacuation Procedures
- WHMIS and dangerous goods

Knowledge, Skills and Abilities:

- Management and Leadership Skills
- Comprehensive knowledge of and ability to apply the nursing process (assessment, planning, implementation and evaluation)
- Knowledge of northern cultures
- Financial Management skills
- Knowledge of community and cultural impacts on the delivery of health care
- Knowledge of various software packages (e.g. MS Office)
- Knowledge of Continuous Improvement Processes
- Analytical skills
- Ability to plan, develop and evaluate programs and services
- Excellent communication skills, both written and spoken
- Conflict Resolution Skills
- Crisis intervention skills
- Assessment and Case Planning Skills

This is a Highly Sensitive Position. Vulnerable Sector and Criminal Records 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.

- Exposure to physical strain related to sitting for long periods of time and eye-strain due to working with computers
- Lifting and/or transferring patients greater than 50 pounds on an occasional basis
- Bending/stretching consistent with nursing duties

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.

- Travel within the community in adverse winter weather conditions
- In an emergent situation, exposure to blood and body fluids, infectious materials and hazardous substances and/or toxic chemicals

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 though one or more of the incumbents' senses.

- Exposure to crisis situation requiring immediate attention and decisions

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 is incurred as the incumbent will experience the following:

- Exposure to numerous interruptions that would cause disruption in carrying out duties in a timely manner
- Exposure to emotionally disturbing experiences
- Dealing with uncontrolled work flow and over-lapping and multiple work demands
- Periods of concentration and attending to detail in complex client issues all can cause mental and emotional fatigue/strain

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”.