

1. IDENTIFICATION

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

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The position exists to ensure effective leadership and management of the health center.</p> <p>The position ensures the provision of professional community health nursing care to clients in accordance with established standards of nursing practice and the philosophy and objectives of the Department of Health. The incumbent would support the provision of quality community health programming.</p> <p>The position promotes optimal health to the community and ensures continuity of care. The incumbent will administer a comprehensive community health program in conjunction with other members of the health care team. The position is also responsible for stimulating a healthy awareness at the levels of prevention (i.e., primary – health promotion and specific protection against diseases; secondary - early diagnosis and prompt treatment intervention in the disease process; tertiary – rehabilitative activities). This position would provide local leadership to front-line health workers to assure cohesion of the community teams.</p> <p>This is the senior position in the health center, which has responsibility for managing and providing direct clinical and administrative supervision and training for community health nurses at various levels of qualification and administrative coordination for supervision and training of support staff.</p> <p>The Supervisor Health Programs reports to the Director Health Programs.</p>

3. SCOPE

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

The supervisor provides leadership, direction and support to all Health employees located in the assigned community. The incumbent works with community health nurses, community health representatives and other health care professionals to provide health services to all community clients, such as: individuals, families, the hamlet, special interest groups and the community at large. Incumbents who are education and hired as nurse practitioners will also provide comprehensive health assessment and care to all community clients, individuals, families, groups, and the community at large, in addition to providing clinical support and guidance to the community health nurses and health care team in keeping with their education preparation and nurse practitioner scope of practice.

The incumbent manages a significant budget during each fiscal year for the provision of comprehensive health services in the community. Operating within a defined budget, the incumbent is required to use sound judgement in allocating funds in the most appropriate manner.

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 position manages the program and administrative operation of the health centre by:

- Preparing monthly, annual and special reports; processing correspondence and reports
- Requisitioning, processing and receiving supplies/equipment/pharmaceutical and biological agents, collecting statistics, maintaining inventory
- Handling personal, telephone or written inquires of clients, health care professionals and administration and the general public
- Liaising developing and maintaining cooperative and effective relationships with physicians, other agencies, administration, native 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
- Participating in the development of the annual Health Centre budget and monitoring expenditures
- Consulting with individuals/groups and compiling data to perform periodic needs assessments to establish program priorities
- Planning, controlling and coordinating the provision of community health programs/ services in the designated service area
- Monitoring demand and uses of programs/services provided
- Adjusting resource allocation as a result of fluctuations in demand
- Recommending re-allocation of resources among programs delivered
- Analysing statistics (i.e. morbidity, mortality, immunization) to evaluate nursing services and health programs
- Performing or arranging for regular maintenance check of medical-nursing equipment, arranging for repairs of equipment

Provides clinical and administrative supervision and training for Community Health Nurses and administrative supervision of clerical staff by:

- Assigning work schedules, evaluating program and service delivery
- Overseeing the activities of community health nurses, community health representatives, support staff, and others reporting to this position
- Reviewing and evaluating performance of health centre staff
- Using nursing skills and the nursing process to advise, instruct, guide and supervise nursing staff
- Ensuring that records, files and documents are secure and maintained according to professional and legal guidelines
- Assessing staff training and development needs
- Recommending training plans, providing orientation, guidance, support and training as required
- 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

5. KNOWLEDGE, SKILLS AND ABILITIES

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

Contextual Knowledge

- Applicable legislation, policies, and procedures including; Nursing Administration Manual;
- Current trends in health promotion/disease prevention practices and programs;
- Theories, principles and practices of HR and financial administration;
- Maintains knowledge of Inuit customs, history, cultural sensitivities and local community characteristics.

Skills

- Excellent leadership skills;
- Computer skills including; MS office and health records software;
- Effective written and verbal communication skills;
- Effective teaching skills to staff, patients and members of the community both one on one and in a group setting;
- Crisis intervention;
- Interpersonal and conflict resolution;
- Advanced assessment, basic treatment, referral and case management skills;
- Counselling skills;
- Organizational and time management skills.

Abilities

- Ability to manage multidisciplinary functions in an engaging and respectful manner;
- Ability to perform basic and advanced nursing techniques as outlined by the Department of Health, Nursing Administration Manual; Standards, Policies and Guidelines; Administration Manuals;
- Plan, coordinate, control, implement and evaluate a comprehensive nursing service appropriate to the needs of Northern Communities;
- Ability to work effectively in a cross cultural setting ensuring that Inuit Societal Values are acknowledged and maintained during patient and employee interactions;
- Ability to maintain a high degree of confidentiality.

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

- Bachelor's Degree in Nursing or Nursing diploma;
- 5 years of nursing experience with a minimum of 1 year of northern nursing and a minimum of 2 years supervisory experience;
- RNANTNU eligibility;
- First AID and BCLS certification with annual renewal;
- Possession of one or more of the following is considered an asset: Advanced cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) Neonatal Resuscitation Program (NRP), Advances in Labor and Risk Management(ALARM), Emergency Nursing Pediatric Course (ENPC), Trauma Nursing Core Course (TNCC);
- Nurse practitioner incumbents will maintain and display knowledge in keeping with their educational preparation and scope of practice set forth by the Standards of Practice for Nurse Practitioners under their license issued by the FNANT/NU.
- Nurse Practitioners must have completed a Primary Health Care NP (PHCPN) or Adult/Family All-Ages (AFAA) certification. For nurse practitioners incumbents, a

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, demands on one's senses and mental demands.

- The incumbent is expected to perform these duties with minimal supervision. This increases the stress level as in addition to situational demands, one needs to ensure they are operating within policy and legislative guidelines;
- The programs delivered and the staff who deliver them operate in a stress filled environment as health care emergencies are frequent;
- The fact that once decisions are made, based upon the information at hand at the time; additional information may make the initial decision appear faulty, opening the worker or supervisor to criticism. Given the nature and confidentiality of our work neither can we explain publicly why particular decisions were made or what they were based upon.

Physical Demands

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

- There are occasional requirements for carrying a variety of equipment and materials;
- Being on call over sustained periods can lead to sleep disruption.
- The daily tasks are demanding in this field and it is easy to feel physically and emotionally drained at the end of the day.

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.

- Exposure to blood and body fluids – risk can be minimized through use of universal precautions;
- Exposure to animal attacks while on home visits;
- Exposure to emotionally difficult or potentially violent situations at clinic or on home visits;
- Exposure to clients with contagious conditions - risk can be minimized by maintaining immunization status and using infection control measures;
- Exposure to hazardous substances – risk can be minimized with application of WHMIS knowledge;
- Incumbent meets with patients/clients in their homes, etc.

Sensory Demands

- Indicate the nature of demands on the jobholder’s senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.**
- The need to act and react rapidly, in a focused and well-informed manner is mandatory in this position;
 - The incumbent spends a significant amount of time consulting to determine needs and input.
 - The incumbent spends time at a computer writing, reviewing materials conducting research and communicating with staff, which can result in eyestrain and other physical discomforts.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

- The incumbent is exposed to tight deadlines and a heavy workload, with competing priorities and demands;
- Occasional travel;
- Dealing with various clients requires creativity, tact and diplomacy;
- The incumbent is expected to work irregular and long hours and to work on weekends all of which can often place a high degree of stress on the incumbent's personal life.
- The incumbent will manage programs that often face public scrutiny.

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>	

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”.

9. Appendix A – List of Positions and Corresponding Information

Community	Position	Supervisor	Freebalance Code
Arctic Bay	10-04790	10-01732	10601-01-2-200-1000000-01
Arviat	10-05549	10-09259	10613-01-3-300-1000000-01
Baker Lake	10-05550	10-09259	10614-01-3-305-1000000-01
Chesterfield Inlet	10-05546	10-09259	10615-01-3-310-1000000-01
Clyde River	10-04779	10-03866	10603-01-2-215-1000000-01
Coral Harbour	10-05548	10-09259	10616-01-3-315-1000000-01
Gjoa Haven	10-05528	10-12105	10622-01-4-415-1000000-01
Grise Fiord	10-04777	10-01732	10604-01-2-220-1000000-01
Igloolik	10-04786	10-07132	10606-01-2-230-1000000-01
Kimmirut	10-04784	10-03866	10607-01-2-240-1000000-01
Kinngait	10-04785	10-03866	10602-01-2-210-1000000-01
Kugaaruk	10-05530	10-12105	10623-01-4-425-1000000-01
Kugluktuk	10-05527	10-12105	10624-01-4-420-1000000-01
Pond Inlet	10-04789	10-01732	10610-01-2-255-1000000-01
Qikiqtarjuaq	10-04782	10-03866	10611-01-2-205-1000000-01
Naujaat	10-05551	10-09259	10618-01-3-325-1000000-01
Pangnirtung	10-04783	10-03866	10609-01-2-250-1000000-01
Resolute Bay	10-04788	10-01732	10612-01-2-260-1000000-01
Sanikiluaq	10-05547	10-09259	10619-01-3-265-1000000-01
Sanirajak	10-04787	10-03866	10605-01-2-225-1000000-01
Taloyoak	10-05531	10-12105	10625-01-4-430-1000000-01
Whale Cove	10-05545	10-09259	10620-01-3-330-1000000-01