Does the CHALLENGE of Northern Nursing Appeal to You?

SUPERVISOR OF COMMUNITY HEALTH PROGRAMS  
(Nurse in Charge)  
DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
PANGNIRTUNG, NUNAVUT

We want you because you are good at what you do. You want to work for us because we can provide experiences beyond your wildest dreams. Nursing in Nunavut, it’s not just a job, it’s the adventure of a lifetime. The Baffin Region has the personal adventures you have been looking for combined with the professional opportunities and challenges you crave.

The community of Pangnirtung is looking for an experienced Supervisor of Community Health Programs who is looking to expand and build their professional skills. Cross-cultural opportunities combined with an untouched environment make life in Nunavut fulfilling and rewarding.

Under the supervision of the Director of Health & Social Programs the Supervisor of Community Health Programs provides 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 incumbent also has responsibility for managing and providing direct supervision to community health nurses at various levels of qualification and to support staff.

The successful candidate must have a BScN (or diploma), plus two (2) years of recent nursing experience including a minimum of 1 year recent community/public health nursing. Excellent interpersonal skills and the ability to work in a cross-cultural setting are essential, eligibility for registration with the RNANT/NU. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit is an asset.

This position is included in the Nunavut Employee’s Union and has an Annual salary of:
$ 101,868.00 to $115,616.00 plus a northern allowance of $19,077.

*For full-time, permanent nurses, Recruitment Bonuses include: $5,000 upon start date, $5,000 at 18 months of service and $10,000 at 30 months of service. Other bonuses include a $9,000+ Annual Special Allowance and a $375 Monthly Retention Bonus totaling $4,500 per year.

Closing Date: Open until filled

Subsidized housing is provided

Please submit your resume quoting: 10-02-250-017LA

Contact: Louisa Angmarlik, HRO-Nursing
      Government of Nunavut, H&SS
      P.O. Box 304, Pangnirtung, Nunavut X0A 0R0
      Voice Mail: (867) 473-2628 Fax: (867) 473-2657 E-mail: langmarlik@gov.nu.ca

Write to:

• Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
• Only the candidates selected for interviews will be contacted.
• Job descriptions may be obtained by fax or email
• Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.

Affirmative Action Employer ~ Smoke Free Environment

Northern Nurses, the Best There is! Are YOU Up to the CHALLENGE?
1. IDENTIFICATION

<table>
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<tr>
<th>Position No.</th>
<th>Job Title</th>
<th>Supervisor's Position</th>
<th>Fin. Code</th>
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<tbody>
<tr>
<td>10-4783</td>
<td>Supervisor, Community Health Programs</td>
<td>Director, Health &amp; Social Programs</td>
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Department: Health & Services
Division/Region: Health & Social
Community: Pangnirtung
Location: Pangnirtung

2. PURPOSE

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

The position exists to ensure effective leadership and management of the health centre.

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 & Social Services

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. Is 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 is the senior position in the health center, which has responsibility for managing and providing direct supervision to community health nurses at various levels of qualification, experience and training and support staff.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
Located in Pond Inlet this position reports to the Director of Health & Social Programs. The supervisor provides leadership, direction and support to community health nurses. The incumbent works with community health nurses to provide professional/nursing services in an expanded role to all community clients, such as individuals, families, groups and the community at large. The incumbent manages a significant budget during the fiscal year for the provision of comprehensive medical service in the community. Operating within a defined budget the incumbent is required to use sound judgment 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.

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 or resources among programs delivered
- analysing statistics (i.e. morbidity, morality, immunization) to evaluate nursing services and health programs
- performing or arranging for regular maintenance check of medical-nursing equipment, arranging for repairs of equipment

Directs the provision of community health services by;

- assigning work schedules, evaluating program and service delivery
- overseeing the activities of community health nurses, CHR’s where applicable and support staff
- reviewing and evaluating performance of staff under supervision
- 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
- recommending and implementing approved activities related to the quality assurance program (e.g. audits).

Provides professional community health nursing service to clients in accordance with departmental policies and procedures by:

- applying the nursing process (assessment, planning, intervention and evaluation) to intervene in the disease process and restore, protect and promote health
- performing nursing functions according to policies and procedures established by department in accordance with the nursing administrative manual; standards, policies and guidelines
- making decisions regarding client management and facilitating referral in consultation with other health care professionals
- initiating and conducting individual/family case conferences with nursing/medical staff and or other health care workers
- providing a community health service through visits and by telephone consultations
- enabling communities to identify needs, accept ownership and take action for resolution of health issues/concerns
- participating in communicable disease control, chronic disease surveillance, home visits, health education classes/sessions and school health program
- conducting specialty clinics
- planning, coordinating and facilities health education and promotion activities based on needs assessment
- acting as are resource to school health program, community health representatives and or other health care provides
- promoting a safe and healthy environment in homes, schools, day care centres, boarding homes, worksite and the community
- collaborating with the Environmental Health Officer and others to address concerns of a public health nature
- maintaining an up-to date knowledge ow worksite and community disaster plans and procedures
- participating in disaster exercises
- advocating for the disadvantaged to promote development and resources and equitable access to health related services
- marketing healthy living skills
- maintaining confidentiality of all work related information
Maintains a thorough and sound working knowledge of current nursing practices, skills and knowledge by:

- attending in-service sessions, conducting self directed duties, and pursing professional development activities, including participation on committees as appropriate
- obtaining and maintaining certifications for required specialized competencies
- maintaining a working knowledge of complex equipment, supplies and materials used in work

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

- interviewing, selecting orienting, scheduling work time, approving overtime, assigning workloads, evaluating performance and recommending disciplinary action
- establishing and maintaining effective interpersonal relationships with staff
- planning and implementing in orientation program for new staff
- conducting regular staff meetings to disseminate information, interpret policies, standardize procedures and plan programs
- planning and implementing an in-service education program
- preparing in-service training materials
- setting objectives for performance review
- reading publications to keep current on developments in health promotion and prevention techniques and audio/visual material available.
- maintaining current knowledge
- applying the terms of the collective agreement

Other duties:

- preparing and delivering health education materials for use on radio, television or newspaper, in accordance with policy and media contact
- participating in special projects (i.e. research)
- assuming infectious disease control advisory functions on request
- collaborating with health promotion officer community health representative and interpreters to develop, edit, prepare and translate health educational material
- preceptoring nursing students enrolled in specific nursing programs (e.g. post RN baccalaureate, ANSIP
- meeting with staff members individually and in groups to discuss their activities on a regular basis
- reviewing written materials prepared by staff members to ensure they conform to requirements
- conferencing cases which are particularly difficult to resolve
- seeking out staff members’ opinions on proposed changes to legislation, policies and procedures and ensuring appropriate persons are informed of these opinions
- fostering a team approach to problem solving where appropriate
- preparing performance appraisals as required and encouraging staff to develop professionally in areas requiring attention
- Ensuring casual time sheets are signed and submitted to H.R./Payroll for payment
Participates in the department’s management by:

advising supervisor on budget issues
preparing reports, file audits etc. on needs as a whole or individually
monitoring and reporting upon issues designed to assist in the development of programming

5. KNOWLEDGE, SKILLS AND ABILITIES
Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge of current trends in health promotion/disease prevention practices and programs
Knowledge of local community is a desirable asset
Knowledge of various software packages

Ability to perform basic nursing, advanced nursing (e.g. immunization, venipuncture) functions as outlined by the Department of Health & Social Services, Nursing Administration Manual; Standards, Policies and Guidelines; Administration Manuals
Ability to teach/communicate effectively on an individual or group basis
Ability to plan, coordinate, control, implement and evaluate a comprehensive nursing service appropriate to northern community needs
Ability to work effectively in a cross cultural setting
Ability to maintain a high degree of confidentiality

Supervisory and management skills to ensure the provision of quality nursing care and efficient and effective community health centre operation

Excellent organizational and time management skills
Excellent counseling skills
Excellent written and oral communication skills
Excellent interpersonal and conflict resolution skills

Crisis intervention skills
Assessment and case planning skills

Basic CPR and annual re-certification required to maintain skill level
Minimum 1 year supervisory experience
Registration with the NWT RNA to fulfill legal requirement of the Nursing Professional Act is a requirement

The above skills are normally attained with the completion of a Bachelor’s degree in Nursing or equivalent or Nursing Diploma with a Public Health Diploma or recognized equivalent with a minimum of 2 years nursing experience including a minimum of 1 year recent community/public health nursing (experience in a cross cultural work setting would be an asset) to provide technical knowledge of nursing theory and nursing process; understanding of anatomy, physiology, disease process, pharmacology, basic emergency care and treatment plus additional preparation in public health and application to a northern cross cultural setting.
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 their duties with minimal supervision. This increases the stress level as in addition to the situation; one needs to ensure they are within policy and legislation.

The programs delivered and the staff that deliver them cause stress as the programs invariably deal with someone in a very unhealthy situation.

The fact that once decisions are made based upon the information at hand at the time; additional information may make the decision look wrong opening the worker or supervisor to criticism. Given the nature and confidentiality of our work neither can explain why 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.

| Variability of work environment, i.e., normal clinic/office environment to workplace industrial, education, professional to client homes. |

### 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 |
| Occasional travel |
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.

Considerable sensory attention is required. There is a demand for concentrated and coordinated application of the use of various senses.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

Considerable mental stress can be experienced by exposure to the number and variety of the patient workload.

7. CERTIFICATION

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<th>Printed Name</th>
<th>Supervisor Signature</th>
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Date
I certify that I have read and understand the responsibilities assigned to this position.

Date
I certify that this job description is an accurate description of the responsibilities assigned to the position.
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”.