



MUNSEE-DELAWARE NATION

Administration Office – 289 Jubilee Road, Muncey, Ontario N0L 1Y0
T – 519-289-5396, F – 519-289-5156 Website: www.munsee.ca

EMPLOYMENT OPPORTUNITY

POSITION TITLE: COMMUNITY HEALTH (CHN)/HOME & COMMUNITY CARE (H&CC) NURSE

Resumes packages will be received by Munsee-Delaware Nation for the full-time position of Community Health/Home and Community Care Nurse, until the position is filled.

JOB SUMMARY

The CHN/H&CC Nurse is responsible for identifying, assessing, planning, delivering, evaluating various community health programs that address the health needs and issues of the community. The CHN/H&CC Nurse will collaborate with community, family, individual and partnering with other professionals, organizations and governments to meet those needs. The goal of the CHN/H&CC Nurse is to promote and preserve the health of the community through a focus on health promotion, health maintenance and health education programs and activities.

This position shares time between the duties of Community Health and Home & Community Care Nursing and will provide a key role in planning, developing and implementing health programs and engaging community members' participation.

To assist the Director of Operations, in the performance of statutory, operational and advisory duties related to Community Health and Home and Community Care within the policies and procedures established by Munsee-Delaware Nation.

The full Position Description is attached.

Please read the following very carefully. Incomplete submissions will not be considered.

Interested applicants must submit:

1. A cover letter that demonstrates that you meet all the qualifications through your resume submission and why you believe you are the ideal candidate for the position.
2. A copy of all educational degrees, diplomas and certificates.
3. Three (3) written employment references including your current or most recent employer.

Must be submitted in person, mail or email marked "**CONFIDENTIAL**" to:

**Carol Antone, Executive Assistant
Munsee-Delaware Nation
289 Jubilee Road Muncey, ON N0L 1Y0**

Email: carol@munsee.ca

We thank all applicants, however, only those selected for an interview will be contacted and your submission will not be returned to you.



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POSITION DESCRIPTION

POSITION TITLE: COMMUNITY HEALTH (CHN)/HOME & COMMUNITY CARE (H&CC) NURSE

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Operations. Functional consultation, support and guidance is provided by the Southern Ontario Zone, First Nations and Inuit Health Branch, Zone Nursing Manager in nursing practice issues and concerns.

PURPOSE AND SCOPE OF THE POSITION:

The CHN is responsible for identifying, assessing, planning, delivering, evaluating various community health programs that address the health needs and issues of the community. The CHN will collaborate with community, family, individual and partnering with other professionals, organizations and governments to meet those needs. The goal of the CHN is to promote and preserve the health of the community through a focus on health promotion, health maintenance and health education programs and activities.

This position shares time between the duties of Community Health and Home & Community Care Nursing and will provide a key role in planning, developing and implementing health programs and engaging community members' participation.

To assist the Director of Operations, in the performance of statutory, operational and advisory duties related to Community Health and Home and Community Care within the policies and procedures established by Munsee-Delaware Nation.

KEY DUTIES AND RESPONSIBILITIES:

1. Technical Functions:

Delivers the Mandatory Programs of Communicable Disease and Immunization

- providing primary prevention through the provision of immunization against vaccine preventable diseases following completion of the Ontario Region Immunization Certification program
- conducting regular tracking (surveillance) of the incidence of disease in the community to assist in early identification of potential outbreaks or emerging trends
- monitoring and follow up of communicable disease cases reported by physicians, hospitals, and/or other health care agencies.
- ensure that recommendations, counselling, therapy, referral, follow-up, inspection, infection control and outbreak management in relation to communicable diseases is provided by

consulting with other professionals; provincial/territorial/regional public health authorities; and providing continuing education to other community-based; workers and clients.

- conducting regular tracking (surveillance) of the incidence of disease to assist in the early identification of potential outbreaks and emerging trends; providing educational information on communicable disease control.
- keeping records of all communicable disease control activities, including mandatory reporting forms, client records and detailed documentation of how cases and outbreaks of disease are managed
- contact tracing and conducting investigation of contacts of infectious cases of disease according to First Nations and Inuit Health/provincial/territorial guidelines in order to prevent the spread of the disease; working with primary care provider as appropriate.
- Maintains communication and provides required reports to the Southern Ontario Zone, First Nations and Inuit Health Branch Communicable Disease Control nurse
- Adheres to and practices Infection, Prevention and control activities by ensuring current policies and practices are in place

Community Health Programs

The Community Health Nurse provides a broad range of community based activities that enhance the health and well-being of individuals/groups and focus on health promotion and injury/illness prevention but are not limited to the following programs:

Prepares and presents health education programs to groups or individuals by organizing and delivering preventative and promotional and harm reduction programs to all ages such as but not limited to:

- Maternal and Infant Health, e.g. prenatal clinics, prenatal classes,
- postnatal visits, postnatal classes, family planning, and breast feeding;
- prenatal
- Child Health, e.g. Child health clinics, injury prevention education,
- developmental assessments, daycare education, nutrition guidance, and
- parenting classes
- School Health, e.g. vision, hearing and growth screening activities,
- educational sessions, and health resource to teachers
- Adolescent Health, e.g. educational sessions on sexual health, and
- prevention programs on alcohol, drugs or tobacco
- Adult Health, e.g. screening and prevention of diseases such as
- cancer, diabetes, hypertension, and health education in life choice
- activities. Elder Health, e.g. screening for safety hazards and prevention of
- injuries, wellness screening, and promotion of social opportunities

Overview

The Community Health Nurse will:

- evaluate and modify population health promotion programs in partnership with the individual, community and other stakeholders.
- incorporate capacity building by sharing knowledge and expertise

- advocate for public policy and services that promote and protect the health and well being of community members.
- work as part of a team to deliver and implement health promotion, community health and disease prevention programs.
- partner with other programs and act as a client advocate.
- collaborate, establish and maintain working relationships and partnerships with, both internal (e.g. First Nations leadership, other health care providers) and external (e.g. Provincial counterparts) health care professionals and community service providers
- maintain the security, confidentiality, accuracy, integrity and legality of the patient records in accordance with College of Nursing Standards and First Nation & Inuit Health policies and guidelines
- participate in emergency and disaster planning for the community; and
- participate in professional development and educational opportunities that are delivered by First Nations and Inuit Health, Health Canada, RNAO, College of Nurses of Ontario and other local agencies in order to maintain current nursing skills and knowledge, new legislation, regulations, policies and practices to ensure safe and appropriate care.

Home & Community Care:

Ensure service delivery for Home and Community Care clients by:

- Conducting client intake and assessments visits, using appropriate assessment tools and documenting information.
- Preparing a client care plan.
- Organize program services in the home which will successfully meet the client's needs.
- Provide an objective, non-judgmental approach to client needs.
- Maintain accurate client files.
- Set up and work with the Director of Operations to create policies on service maximums, service allocations for particular services, etc.
- Coordinate staff schedules to ensure that clients' needs are met.
- Coordinate access to specialized services by working in-conjunction with other organizations for services such as occupational therapy, physio-therapy, and financial counseling.
- Provide client assessments and re-assessments.
- Approve client hours of services using the Functional Independence Measure Model.
- Coordinate regular case conferencing sessions with all service providers, care givers, nurses, and family members.
- Liaison with other service providers to ensure compliance with funding requirements.
- Follows Ontario College of Nurses Practice Standards and RNAO's Best Practice Guidelines for nursing care

Provide direction to Health staff, by:

- Preparing detailed client care plans.
- Receiving written monthly client reports from the staff.
- Providing administrative supervision of workers under his/her direction.
- Coordinating client care with workers and other health professionals providing client services.
- Supervision of home staff in keeping with policies and relevant legislation.

- Provide staff evaluations annually or as required.

Perform other duties, such as:

- Training new Health workers, as required.
- Managing the Loan Cupboard equipment.
- Providing personal care to clients on an occasional basis.
- Identifying ongoing needs of elders and persons with disabilities and acts as an advocate to meet those needs.
- Assisting clients to access goods and services such as proper lighting, home repairs, and furniture, and assist with fund raising if required.
- Coordinate in-home professional care by nurses, therapists, and diabetes program staff.
- Participate in meetings with the Director of Operations or Chief and Council and other committees as requested.
- Promote the Home and Community Care Program with outside resources and service agents.
- Proposal development and implementation.
- Maintain a First Nations perspective in the Home and Community Care Program by consulting with community elders, caregivers, clergy, clients and volunteers and documenting First Nations practices with respect to respite care, palliative care, etc.
- Responsible for attention to client safety by addressing client safety on a regular basis in community newsletters and client safety committee meetings.
- Ensure a work life and physical environment that supports the safe delivery of care and service to clients.
- Attend annual training concerning client safety issues and concerns. Attends annual trainings to ensure nursing competencies are up to date
- Continue professional development through participation in reflective practice and by actively seeking and attending training opportunities applicable and relevant to position and as per the Ontario College of Nurses Requirements
- Submit monthly activity reports to the Director of Operations.
- Attend all monthly staff meetings
- Perform other related duties as required

2. Administrative Functions:

- Develops proposals for additional Health funding.
- Prepares reports for special projects initiated outside of normal responsibilities
- Collects reports and data for rollup that is comprehensive, accurate and systematic.
- Provide activity reports, time sheets, written reports and other requests as required.
- Prepares and Develops annual workplans for various health programs.
- Prepare quarterly reports for the Director of Operations.

3. Communication & Liaison

- Participates in regular Health Team meetings.
- Completes reports and statistics as required by the Director of Operations and those required by the funders.

- Assists the Director of Operations in preparing annual evaluations of programs.
- Liaise and interact with external governments, agencies and native organizations on health matters impacting Munsee-Delaware Nation.
- Assists in conducting research, compiling data and preparing reports.

4. Other Related Duties:

- Performs other job related duties as may reasonably be required by the Director of Operations.

WORKING CONDITIONS:

Work has a high public profile, extensive public contact and is subject to deadlines and interruptions.

WORKING RELATIONSHIPS:

With the Director of Operations

Received direction, guidance, encouragement; discusses plans and priorities regarding community programming.

With Other Staff

Promotes courtesy, cooperation and teamwork with all staff.

With the Public

Represents and promotes the interests of Munsee-Delaware Nation; works in a courteous, cooperative, positive and proactive manner. Provides information and advice.

With External Agencies

Represents and promotes Munsee-Delaware Nation's interests; maintains awareness of legislative policy and program changes; seeks to develop close working relationships.

STATEMENT OF QUALIFICATIONS:

Must be a registered nurse in good standing and be able to attain registration with the College of Nurses of Ontario.

Knowledge and Experience:

- Knowledge and experience in home care case management
- Knowledge of health-related issues among Aboriginal peoples
- Knowledge of aboriginal culture and language
- Previous supervisory experience
- Recent and significant experience in nursing and case management.
- Clear understanding of policies and procedures that outline behaviours to promote client safety.

Skills and Abilities:

- Excellent interpersonal and communication skills

- Ability to build and sustain collaborative linkages between mainstream home-care system and Munsee-Delaware Nation's.
- Ability to relate and support all clients
- Ability to motivate self and workers in specific activities
- Ability to advocate with families and Health Councils for the elderly and disabled.
- Ability to train new employees.
- Able to work under minimal supervision and be willing to seek assistance when required.
- Ability to provide culturally safe and appropriate care.

Must have current Infant/Child Cardio-Pulmonary Resuscitation (CPR), advanced First Aid and a valid Driver's licence and insured vehicle.

Knowledgeable of a holistic approach to individual and Community Health legislation, theories, practices and procedures as well as Traditional Medicine and medical terminology.

Well-developed organizational, communications, interpersonal, time management and analytical skills.

Must be able to work effectively in a variety of settings and in a cross-cultural situation and be knowledgeable of the services available in the community.

Proficient written and verbal communication skills.

Excellent computer skills in Microsoft Office Programs.

Organizational and time management skills.

Must be reliable and dependable, and committed in maintaining confidentiality.

Must be willing to work flexible hours.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss of nursing licence, loss of credibility, poor public relations, confusion, duplication of effort and misinformation given to the Director of Operations, Munsee-Delaware Nation Council, government agencies and the public.

CONTROL:

Guiding principles set by the Director of Operations and the administrative policies and procedures established by Munsee-Delaware Nation Council and other legislation provided by the respective government agencies.