

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	COMMUNITY HEALTH NURSE Health Community Health Community Health Service Manager	
Issued By: Date Issued:		Date Revised: Classification:	August 2015

PURPOSE AND SUMMARY

With the functional support, guidance and supervision provided by the Community Health Service Manager, the Community Health Nurse carries out a Community Health service as outlined by the Community Health Program Policies and Procedures for Fort William, Ginoogaming, Long Lake #58, Michipicoten, Pays Plat, Pic Mobert, Red Rock, Biinjitiwaabik Zaaging, and Whitesand First Nations Communities.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

Under the direction, guidance and supervision provided by the Community Health Service Manager, the Community Health Nurse is responsible for:

- a. planning and delivering a Community Health Program, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. delivering an immunization program in accordance to Community Health Service (CHS) Immunization Policy and Procedures, FNIHB Immunization Policy and Procedures and Ministry Standards. Also, ensuring to maintain a communicable disease reporting program in collaboration with CD Nurse of FNIHB and CHS Manager.
- c. delivering the following community health programs in accordance with the Community Health Service Policy and Procedure Manual, and FNIHB Nursing Manuals, (Preconception Health, Prenatal Health, Maternal Newborn, Infant and Preschool, School Health and Community Health Services);

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- d. delivering community health services in group or individual settings such as the community health facility, the community hall/center, the community school, home visits and/or other designated community sites;
- e. developing and maintaining positive relationships with the individuals, families, the First Nation staff (CHR, FSW, HPW, etc.) and the leaders of the community and clarifying Dilico's Health Services policies and professional requirements when required;
- f. supporting the First Nations in the development of safe efficient health facilities/operations;
- g. meeting with or communicating via telephone with physicians, nurse practitioners, optometrists, dentists and hospital authorities or other agencies involved in the care of the First Nation's community members on a regular basis and as required.

Jointly, with the Community Health Team, and in accordance to the terms and conditions of any protocols developed, the Community Health Nurse is responsible for:

- h. developing an annual community workplan based on the organizational strategic plan and reviewing and reporting on its progress annually;
- i. Participating in the ongoing quality assurance process.

2. Community Health Program

- a. **Preconception Health Services** (for Schools in community only):
 - i. establishing liaison and understanding the program with teachers/identified service staff and consulting with the Nurse Practitioner when necessary;
 - ii. providing an annual standardized preconception health curriculum as per Dilico Community Health Service Policy and Procedures and FNIHB Manuals;

- b. **Prenatal Health Services**
 - i. providing extra support to pre-natal women considered "at risk" (as identified by the AHBHC Prenatal Screen Form) and ensuring regular exams by their physicians are received and/or NP (EC), Midwife;
 - ii. providing monthly prenatal screening and assessment clinics and offering milk vouchers as attendance incentives;

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- iii. conducting an in-depth family assessment on any “at risk” prenatal clients, their support and family;
- iv. providing a standardized prenatal class to all women of any age who are pregnant.
- v. Provision of the AHBHC Growth & Development and Milk Voucher Incentive Program to those communities who are eligible.

c. Maternal and Newborn Health Services

- i. receiving a Parkyn Tool referral from the Regional Hospital on all mothers and their newborns post discharge;
- ii. providing post-natal information and advice to mothers and women of childbearing age;
- iii. providing extra support to newborns considered "at risk" and ensuring they receive regular exams by their physicians, and/or NP(EC), midwives ;
- iv. performing overall newborn health assessments based on the maternal/newborn risk assessment;
- v. providing health education and information to individuals and groups on subjects pertaining to child safety, child care, healthy nutrition, breast feeding, parenting, family planning, by holding, but not limited to, appropriate regular clinics, group sessions and/or making home visits as required;
- vi. delivering an immunization program to ensure all newborns and infants are immunized as required where applicable;
- vii. conducting follow up assessments using the Nipissing District Developmental Screening Tool and making referrals internal to the Infant and Child Development Service, then external when necessary.
- vi. Provision of the AHBHC Growth & Development and Milk Voucher Incentive Program

d. Infant and Pre-School Health Services

- i. participating in Fair Start and Pre-school health screening clinics in collaboration with the Infant Child Development Worker, using approved Developmental Screening Tools
- ii. conducting necessary screening for those preschoolers referred (e.g. vision, hearing, and any others considered necessary) and completing initial health assessments when required;

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- iii. delivering an immunization program to ensure all pre-scholars are appropriately immunized;
- iv. providing health education and information to parents regarding their child's health status; where appropriate;
- v. conducting follow up and referring internally to the Infant/Child Developmental Worker, other District staff, and/or external service providers as needed.
- vii. Provision of the AHBHC Growth & Development and Milk Voucher Incentive Program.

e. School Health Services (for Schools in community only)

- i. establishing liaison and conducting an annual teacher/staff in-service for communicable and infectious disease management and control;
- ii. conducting necessary screening for those referred (e.g. vision, hearing, and any others considered necessary) and performing health assessments when required;
- iii. monitoring the immunization status of all students attending the on-site community school and endeavoring to obtain records of students attending off-reserve schools;
- iv. providing health education and information to the parents regarding their child's health status;
- v. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and Dilico's guidelines to implement regular Tuberculin Skin Testing screening clinics on children ages 4 and 14 years old; conducting contact tracing and referrals of cases and converters; liaising with FNIHB and with physicians; completing recommended follow up;
- vi. obtaining health history, making referrals internally to the Nurse practitioner and external when necessary, in consultation and with consent of parent.
- viii. Provision of the AHBHC Growth & Development and Milk Voucher Incentive Program.

f. Community Health Services

- i. providing screening clinics for chronic diseases and prioritized health education and promotion sessions to individuals, community groups.

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- ii. assessing physical and social needs of chronically ill older adults; following up, monitoring and making necessary referrals to the Home and Community Care Service when necessary;
- iii. coordinating and delivering quarterly routine immunization clinics as per Community Health Services Immunization Program, FNIHB Immunization Guidelines & Ministry Standards.
- iv. ensuring the provision of a TB control program, utilizing First Nations and Inuit Health Branch (FNIHB) and Dilico's guidelines to implement regular Tuberculin Skin Testing screening clinics as per doctor order; conducting contact tracing and referring cases and converters; liaising with FNIHB and with physicians and completing recommended follow up;
- v. coordinating Diabetes random screening clinics when required;
- vi. providing foot care services where applicable and/or monitoring;
- vii. maintaining the health conditions information every two years; and submit annual worksheet;
- viii. assisting in the coordination of bi-annual parenting programs with the Infant Child Development Worker, when applicable;
- ix. assisting with Community Health Education displays monthly in each First Nation;
- x. assisting with the development and coordination of an annual Health Fair in each First Nation community, as required.

3. Other Responsibilities

Under the direction of the Community Health Service Manager, the Community Health Nurse is responsible for:

- a. Reporting to the Community Health Service Manager on all matters pertaining to the Community Health programs;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports; preparing and submitting immunization statistical data to FNIHIS and TBDHU. Completing all communicable disease reports and ensuring all data is submitted to CD Nurse at FNIHB and CHS Manager.
- c. completing and submitting an annual community prioritized work plan according to approved format; participating in the annual review and update;

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- d. maintaining complete, accurate, legible, and timely client files (chronic and/or high risk mothers/children) using the approved format;
- e. ensuring safekeeping of over the counter medications, supplies and vaccines;
- f. participating in community based health committees and in district service unit meetings when necessary;
- g. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- h. providing Community Health Educational In-services to the Dilico Team Members (both nursing colleagues and to the district unit team members), Community Health Service Workers, material learned at training seminars attended;
- i. meeting and planning as a team player with Dilico District team members;
- j. providing guidance, field experience and supervision of student from nursing faculties when required;
- k. Providing nursing assessments and collaboration of services when required to Home and Community Care Services.

4. Organizational Responsibilities

As a representative of Dilico, the Employee is responsible for:

- a. reflecting and interpreting the Agency Vision, Mission and Core Values in his/her own work with enthusiasm and commitment;
- b. acting in accordance with relevant legislation and Agency Policies, Standards and Procedures;
- c. proposing changes within Dilico that would improve the quality of service to Anishinabek children, families and communities;
- d. developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of services to Anishinabek children, families and communities;
- e. understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- f. applying Anishinabek culture, values, traditions and teachings into programming where possible;
- g. ensuring accuracy, confidentiality and safekeeping of agency records;
- h. participating constructively in the supervision process with the immediate Manager.

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ACCOUNTABILITY

The Community Health Nurse is accountable:

- a. For following the Medical Directives set out by Dilico and FNIHB.
- b. For following all policies, standards and procedures set out by Dilico, FNIHB and Ministry.
- c. for maintaining relevant nursing knowledge, skills and leadership competence through continuing education;
- d. To the professional governing bodies, (the College of Nurses of Ontario and Registered Nurses Association of Ontario).

QUALIFICATIONS

1. Education

A four-year BScN degree is required; or minimum three-year nursing diploma will be accepted.

Must take Immunization Certification Online Course upon hiring and attend mandatory training sessions. Upon completion CHN will be required to write the immunization exam and will be subject to a series of practical exams for immunization.

2. Work Experience

- a. two (2) years' experience in advanced nursing assessment skills with special emphasis on immunization, communicable disease, prenatal and community health care;
- b. two (2) years' experience working in a First Nation community or equivalent organization.

3. Skills/Abilities

- a. knowledge and understanding of First Nation health concerns and issues, and the ability to apply knowledge and skill in the development and implementation of programs to address identified needs;
- b. adaptability and ability to establish and sustain a multidisciplinary team approach to integrated service delivery;
- c. ability to apply ethics of Nursing practice in decision making;
- d. willingness to adapt to the changing demands of the position;

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- e. ability to demonstrate initiative, optimism, discretion, tact, self-assurance, dependability, and leadership;
- f. excellent interpersonal, written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office;
- g. problem-solving and leadership skills;
- h. ability to maintain confidentiality and be an example of professionalism, as identified by Dilico.
- i. ability to follow direction and work within the policies, procedures and the vision, mission and core values of Dilico Anishinabek Family Care;
- j. good knowledge of the Anishinabek culture and issues affecting Anishinabek children, families and communities in and around the district of Thunder Bay;
- k. ability to understand and/or speak an Anishinabek language would be considered an asset;
- l. ability to provide coverage to all Health programs where appropriate training has been provided and where required qualifications, skills and abilities are met.

CONDITIONS OF EMPLOYMENT

- a. satisfactory Criminal Records and Vulnerable Sector Search;
- b. travel is essential to the First Nation communities serviced by Dilico Health Services; ability to work flexible hours as determined by the Unit Manager or designate in relation to service delivery requirements
- c. must have a valid CPR and Standard First Aid certificate;
- d. if the candidate is a regulated health care provider, must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO);
- e. posses a valid Driver's Licence and access to a reliable personal vehicle.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.