

	JOB DESCRIPTION		
	Position Title: Program: Service: Accountable to:	HOME & COMMUNITY CARE NURSE RN or RPN Health Home & Community Care Home & Community Care Manager	
Issued By: Date Issued:		Date Revised: Classification:	FEBRUARY 2023

PURPOSE AND SUMMARY

Under the direction of the Home and Community Care Manager, the Home and Community Care Nurse carries out a community-based home care service as outlined by the Home and Community Care Program Policies and Procedures.

The Home and Community Care Nurse Care is responsible for assisting clients and their support systems in maintaining the highest possible level of independence and functioning in the least restrictive environment within a rural community setting.

The Home and Community Care Nurse conducts comprehensive clinical assessments, assists in the development of service plans, works with professional and paraprofessional services, monitors services provided, reassesses clients routinely and plans for discharge. The Home and Community Care Nurse are responsible for implementing the above responsibilities in a cost-effective and integrated manner.

The Home and Community Care Nurse may assist in the support and/or orientation of professional contracted staff and Community and Personal Support Services staff to ensure the effective coordination and delivery of client focused services within a continuous quality improvement environment.

Home and Community Care Nurses promote the mission and philosophy of Dilico Home and Community Care Services and assist with program planning and development, resource utilization management, continuing education, quality assurance, and risk management throughout the catchment area, to ensure that the daily operations and coordination of service delivery staff meet the goals and objectives of the Agency.

DUTIES AND RESPONSIBILITIES

1. Service Responsibilities

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

- a. planning and delivering Home and Community Care Program, taking into account the physical, social, spiritual, mental and environmental factors which influence each individual, family and community;
- b. providing and managing high quality, appropriate and cost efficient nursing care to all individuals and/or families in the community that are assigned;
- c. responsible to teach and delegate tasks and functions to different levels of workers and to family members and others in accordance with the standards and scope of practice as determined by Dilico Anishinabek Family Care and the College of Nurses of Ontario;
- d. delivering Home and Community Care 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. assisting in and/or developing a care plan based on the client's needs, working with PSWs as needed, reviewing and reporting on its progress to the Care Manager;
- f. 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;
- g. supporting the First Nations in the development of safe efficient health facilities/operations;
- h. 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 Home and Community Care Nurse is responsible for:

- i. Participating in the ongoing quality assurance process.

2. Other Responsibilities

Under the direction of the Home and Community Care Manager, the Home and Community Care Nurse is responsible for:

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- a. Reporting to the Home and Community Care Manager on all matters pertaining to the Home and Community Care program;
- b. completing and submitting weekly, monthly, quarterly and annual statistics, correspondence and reports;
- c. maintaining complete, accurate, legible, and timely client files using the approved format;
- d. ensuring safekeeping of over the counter medications, supplies and vaccines;
- e. participating in community based health committees and in district service unit meetings when necessary;
- f. participating in professional meetings, conferences, seminars, and reviewing professional literature for continuing development;
- g. 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;
- h. meeting and planning as a team player with Dilico District team members;
- i. providing guidance, field experience and supervision of student from nursing faculties when required;
- j. 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.

ACCOUNTABILITY

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The Visiting Home and Community Care Nurse is accountable:

- a. For following the Medical Directives set out by Dilico and FNIHB's Home and Community Care Program.
- 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 or a 3-year Practical Nursing diploma is required.

2. Work Experience

- a. two (2) years' experience in nursing assessment skills with special emphasis on home 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;
- 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;

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- 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. as a regulated health care provider, must provide evidence of registration with the appropriate regulatory bodies (CNO & RNAO);
- e. must possess a valid G Driver's License and access to a reliable personal vehicle and must have \$1,000,000 liability insurance.

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.