



**SCHSS**  
SCW'EXMX COMMUNITY  
HEALTH SERVICES SOCIETY

**POSITION TITLE: COMMUNITY HEALTH NURSE & DEPARTMENT MANAGER**

**REPORTS TO: Executive Director**

### **JOB PURPOSE**

Reporting to the Executive Director, the Community Health Nurse will plan, provide, and evaluate a primary community health service for the communities of Shackan, Nooaitch and Coldwater.

Primary responsibilities focus on health promotion, health protection, disease and injury prevention, health surveillance, population health assessment as well as emergency preparedness and response in the event of a communicable disease outbreak.

### **JOB EXPECTATIONS:**

The incumbent must maintain the confidentiality of all company and client information and must not discuss such matters outside of SCHSS. Tact and discretion must be used in all dealings with all clients, community members, staff and external sources.

Takes responsibility for own actions, including the impact of their decisions on clients, others internal to and external to the organization. Views oneself as a representative of the organization.

Acts in a way that demonstrates personal integrity and serves as a positive role model. Follows appropriate reporting procedures when standards or regulations are violated.

Supports and carries out all assignments in a respectful and culturally appropriate manner. Attains knowledge and understanding of the Nlaka'pamux communities served. Maintains effective relationships with internal staff, band members, community resources/agencies and other stakeholders. Understands and commits to SCHSS' values and principles in the performance of all duties.

Promotes the safety and well-being of clients while in service and when necessary communicates immediate concerns to appropriate SCHSS staff for further follow up.

While in transit, ensures the safety of clients, community and self by adhering to all traffic regulations and following SCHSS directive for transporting clients.

The use of a cell phone or texting while driving is prohibited. When operating a vehicle while on duty the driver may use a hands-free alternative, or stop at the earliest safest location to use the cell phone.

Applies attention to detail and accuracy in all reporting.

## **REQUIRED BEHAVIOURAL COMPETENCIES:**

### Adaptability/Flexibility:

Able to adjust scheduling and priorities to meet the changing demands and needs of clients, situations and people to work effectively in difficult or ambiguous situations.

### Client/Customer Service Orientation:

Demonstrates prompt, professional, polite and personal service excellence to clients, internal staff, community members and others the role encounters to meet client's needs.

### Diversity and Cultural Responsiveness:

Conduct and response is respectful to those the position interacts with regardless of culture, age, gender, ethnicity, language, socio-economic status, legal status, health, ability, sexual orientation, type and mode of substance use, etc. Affirm and value the worth of all individuals, families, groups, and communities; and protect the dignity of all.

### Effective Communication

Able to speak verbally and in writing with clients, internal staff, community members and other stakeholders in a manner that builds trust, respect and credibility by ensuring message is received and understood by the audience. Includes active listening skills (attending, being silent, summarizing, paraphrasing, questioning and empathizing) and congruent non-verbal communication.

### Interpersonal Skills:

Establishes and maintains relationships based on mutual respect and trust, appropriate sensitivity and transparency, empathy, and compassion with clients, internal staff, community members and other stakeholders. Demonstrates tact, diplomacy and sensitivity in all encounters with others.

### Planning and Organizing:

Able to identify and prioritize tasks, develop and implement plans, evaluate outcomes, and adjust activities to achieve SCHSS objectives. Understands and uses time management skills.

### Self Care:

Intentionally takes steps in personal self care to sustain optimal productivity while maintaining physical, mental, spiritual and emotional health.

### Self Management:

Able to manage one's own emotions, bias and beliefs to maintain a calm and tactful composure within the scope of daily work and situations. This includes thinking clearly, ability to stay focused under pressure, and encompasses self-regulation and mindfulness.

### Self Motivation and Drive:

Able to stay motivated and focused on the daily tasks to achieve the best possible outcome. Uses passion and persistence despite confronting obstacles, resistance and setbacks that may occur from time to time.

Teamwork and Cooperation:

Demonstrates respect, cooperation and works collaboratively with others to achieve common organizational goals and client service plans.

**TECHNICAL COMPETENCIES:** (*Job/Organizational Specific*)

Immunization & Communicable Diseases Certification

Attained certification and meets the required Public Health Agency of Canada's / B.C. Center for Disease Control's required and applicable competencies in relation to the role.

Illness Prevention & Health Promotion

Uses prevention strategies to reduce the risk of developing chronic diseases, illnesses and other morbidities. Able to engage and empower individuals and/or communities to participate in healthy behaviours, make lifestyle changes that reduce the risk of developing chronic diseases, illness and other morbidities.

Record Keeping and Documentation

Demonstrates strong ability to accurately document client's notes, assessments, care plans, correspondence and other source documentation that act as evidence of care and are relevant to the role as a Community Health Nurse.

Treatment Planning

Demonstrates competency in using therapeutic strategies that incorporate client education, dietary adjustment, an exercise program, drug therapy and the participation of nursing and allied health professionals that promotes optimal management of complex chronic illnesses.

Client Referral

Able to integrate services using a community-collaborative model within a network of numerous agencies, including vocational services using appropriate diagnostic criteria and/or reasoning that supports the common goal of client outcomes.

**EDUCATION:**

- Current practicing registration with the BC College of Nurses and Midwives (BCCNM) under the Registered Nurses Act of British Columbia.
- Baccalaureate graduate of a recognized nursing program, which meets the eligibility requirements of the BCCNM registration examination.
- Valid BC Class 5 drivers' license required with a clear driver's abstract.
- Level 1 First Aid and CPR.

## **EXPERIENCE:**

- Minimum 2 years' experience in Community Health Nursing is preferred.
- Nursing in acute care hospitals and/or Home Care Program an asset.
- Strong facilitation, conflict management and resolution skills.
- Three (3) years supervisory leadership experience or equivalent combination of education, training and experience is an asset.
- Able to use standard office equipment: ex. computers, faxes, photocopiers, projectors.
- Functional in Microsoft Office: MSWord, Excel, PowerPoint, Outlook.
- Consent to a criminal record check for Children and Vulnerable Adults (Local and Provincial) - Clearance
- This is a demographic-specific posting where preference will be given to qualified First Nation applicants.
- Familiarity of Nlaka'pamux culture, language and history will be an asset.
- BCCDC Immunization Competency Course for Registered Nurses, or willing to obtain immediately after hiring.
- Cultural Safety Training: <https://sanyas.ca/core-training/british-columbia>

## **WORK ENVIRONMENT:**

- Office, rural and remote (on-reserve) environment
- Travel is a requirement of this position
- A flexible schedule that may include evenings, weekends and extended hours

## **SPECIFIC RESPONSIBILITIES:**

### *Administration:*

- Maintains timely reporting and accurate record systems in a confidential manner.
- Keeps the BCCDC manuals current and up-to-date.
- Preparing course material for presentation for individual and/or group sessions. E.g. expectant parents, school health topics, health for seniors.
- Develop annual community health work plans.
- Completes Community Health Representative and Early Childhood Educator employee performance and development reviews annually.
- Coordinating the requisition of all health supplies needed to carry out program activities.
- Maintain certification, safety, maintenance and correct storage of equipment.
- Ensuring the security and monitoring of immunizations and medications issued for health care.
- Contributes to monthly educational community calendar educational articles.
- Panorama Privacy Officer / Data Steward

***Financial:***

- Submit monthly program and individual expense reports.

***Liaison and Support:***

- Work with the community and other health staff to determine the health needs and/or design and deliver services to meet the needs of individuals and groups.
- Implement communicable disease prevention, control, health promotion and treatment programs.
- Engages in community awareness and education campaigns in communicable diseases and includes one on one counselling.
- Provides influenza clinics annually in each of the communities.
- Provide all aspects of immunization programs in office or in home visits in accordance with BCCDC standards.
- Provide epidemiological methods to prevent, trace, and identify index cases, contacts, and sources of infectious diseases.
- Demonstrate and teach community members in the care of the ill, prevention of the spread of communicable disease and rehabilitation of the chronically ill.
- Report incidence and outbreaks of communicable disease to BCCDC and other health care managers as needed.
- Ensure follow up contact tracing and treatment as directed by BCCDC authorities.
- Oversees safe sex campaigns to include condom distribution program within the communities.
- Deliver maternal and child health services educational programming that promotes screening, optimal prenatal care, nutrition, depression screening, breastfeeding support, connect with medical travel clerk, and support to enrich the lives of individuals.
- Oversee car seat loaning program and instruct parents in the use and installation of car seats
- Enroll eligible individuals in the CPNP program and give out monthly grocery gift cards for nutritional support.
- Leads chronic disease management initiatives such as individual health assessments across the lifespan of community members, prevalent disease screening practices and education presentations.
- Maintaining liaison with the SCHSS Administration, Health staff, Band Council, Band staff, Band community services, and agencies that work directly with SCHSS communities.
- Provide professional direction to the Community Health Associates as needed.
- Provide information, interpretation, and advice to community members.
- Liaisons with physicians, hospitals, teachers, social workers and other public health resources and health services.
- Organizing and/or participating in case conferences.
- Encouraging and supporting community initiatives and endeavours to facilitate greater community responsibility and involvement in health care.
- Monitor the health of school age children through assessment and screening clinics, referral, and early intervention of health concerns.

- Promoting the maintenance of a safe and healthy environment in homes, schools, and community at large.
- Promotes staff health and education through bi-annual fire drills, annual Tuberculosis testing, annual flu vaccines, annual staff hand-washing sessions and annual Panorama staff confidentiality certification.
- Organizes various health promotional events to include but not limited to: Mother's Day and New Life Ceremonies, health screenings/fairs.
- Oversees and occasionally co-facilitates Parent and Tot activities and events with Early Childhood Educator. Activities may include play groups, crafts, cooking, trips such as wildlife park, play-places, beaches.
- Organizes and facilitates annual pressure canning workshops

***Other:***

- Provides vacation relief coverage and duties for Home Community Care Nurse
- Prepares regular monthly and annual reports centered around program functions.
- Schedules regular preventative maintenance for assigned vehicle.
- Keeps assigned vehicle clean, fueled and records in vehicle log book regularly.
- Attends general staff meetings, in-service training sessions and other educational programming as required.
- Maintaining and updating professional knowledge, attending meetings, conferences, and in-service training as required contributing to best practices.
- Maintains professional certification.
- This job description in no way states or implies that these are the only duties to be performed. At times, the incumbent will be required to follow other direction and perform other duties requested.

<b>Approved by:</b>	<i>Signature of the person with the authority to approve the job description</i>
<b>Date approved:</b>	<i>Date upon which the job description was approved</i>
<b>Reviewed:</b>	<i>Date when the job description was last reviewed or updated.</i>
<b>EMPLOYEE:</b>	<i>Employee's signature when the job description was last reviewed, copy to be given to employee and one into Employee file.</i>
<b>REVIEW DATE:</b>	<i>Date when the job description was reviewed with employee.</i>