



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: HOME & COMMUNITY CARE (H&CC) NURSE

Resumes packages will be received by Munsee-Delaware Nation for the full-time position of Home and Community Care Nurse, by Friday, June 7, 2019 at 4:00 pm. We service our on-reserve population of 161 members.

JOB SUMMARY

The H&CC Nurse is responsible for identifying, assessing, planning, delivering, evaluating home and community care, in conjunction with associate programs that address the health needs and issues of the community. The H&CC Nurse will collaborate with community, family, individual and partnering with other professionals, organizations and governments to meet those needs.

To assist the Director of Operations, in the performance of statutory, operational and advisory duties related to 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.



MUNSEE-DELAWARE NATION

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

POSITION DESCRIPTION

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

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Director of Operations in nursing practice issues and concerns.

The HCC nurse provides comprehensive nursing care in the community setting that assists clients to achieve optimum health and quality of life in situations of chronic disease, acute illness, injury or through the process of dying. The Home and Community Care nurse is responsible for the provision and management of cost effective nursing care to individuals and/or families in the community. The HCC Nurse is a member of the Home and Community Care program and works in adherence with the Policies and Procedures for safe nursing practice, working in accordance with established standards of nursing practice set out by the provincial regulatory body (College of Nurses of Ontario) and Regulated Health Professionals Act (RHPA).

PURPOSE AND SCOPE OF THE POSITION:

The H&CC Nurse is responsible for identifying, assessing, planning, delivering, evaluating home and community care, in conjunction with associate programs that address the health needs and issues of the community. The H&CC Nurse will collaborate with community, family, individual and partnering with other professionals, organizations and governments to meet those needs.

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

KEY DUTIES AND RESPONSIBILITIES:

1. Technical Functions:

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 access to specialized services by working in-conjunction with other organizations for services such as occupational therapy, physio-therapy, social services
- 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.
- Coordinate staff schedules to ensure that clients' needs are met.
- 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 work plans 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:

Salary/Benefits commensurate with education and experience

Bachelor of Science in Nursing (BScN).

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.
- proven ability to apply advanced clinical nursing skills in a home care setting;
- proven ability to problem solve and to adapt nursing interventions as appropriate
- Demonstrated ability to develop and facilitate health teaching;
- Implements nursing strategies or interventions according to the established care plan;
- Describes, evaluates and documents client's/family's/caregivers responses to care plans utilizing established procedures;
- Utilizes appropriate interviewing and communication skills to obtain information from the client/family/caregiver;
- Describes and documents nursing processes clearly, concisely, accurately and appropriately, according to standards;
- Evaluates client's/families/caregiver's responses to care plan for achievement of realistic client-centred outcome
- Demonstrates respect for client's choices and decisions;
- Utilizes adult learning principles and established teaching materials to provide health teaching to clients and families
- Analyzes and incorporates current research findings into clinical practice
- Reports and discusses clients' status on a regular basis with other members of the health care team;
- Proven understanding of and the ability to translate relevant health legislation into agency based policies and procedures;
- Demonstrated ability to identify, develop and sustain resource networks in a rural setting; f. excellent interpersonal, organizational, time management, decision making, problem-solving, and leadership skills;
- Excellent written and verbal communication skills, including proficiency in computer applications, especially Microsoft Office; knowledge of OTN (Ontario Telemedicine Network) an asset;
- Ability to maintain confidentiality.

Must have current 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.