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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	COMMUNITY ENGAGEMENT LIAISON
<b>DEPARTMENT:</b>	REGIONAL CANCER NAVIGATION PROGRAM
<b>CLASSIFICATION:</b>	COMMUNITY ENGAGEMENT LIAISON
<b>UNION:</b>	MGEU – COMMUNITY SUPPORT

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	DIRECTOR ACUTE CARE – CANCER CARE, OBSTETRICS, RENAL HEALTH & DIALYSIS
<b>POSITIONS SUPERVISED:</b>	N/A

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## POSITION SUMMARY

The Community Engagement Liaison assists in building relationships of trust and rapport with culturally diverse communities to enhance their capacity to overcome barriers to timely and appropriate care for the cancer patient and their family. The Community Engagement Liaison helps to provide culturally responsive health information, guidance, and support to clients during the cancer journey. The incumbent collaborates with health care facilities, local groups, organizations, and institutions to promote equity and inclusiveness in cancer care and assists in ensuring that the regional cancer strategy considers, integrates, and meets the needs of underserved populations. The Community Engagement Liaison will work in a collaborative, shared care model with the Regional Health Authority (RHA), the regional Navigation Team, and Cancer Care Manitoba (CCMB). The responsibilities of this position require travel throughout the region and to the Community Cancer Program sites and the Community Cancer Resource and Support Program site. This position functions in a manner that supports and is consistent with the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### Relational Continuity

- Serves as a guide to cancer patients from culturally diverse rural communities by providing one-on-one assistance to overcome barriers to health care and by supporting the Navigation team in providing timely quality care and support in a culturally sensitive manner.

- Raises patient, family and community awareness of cancer control services along the cancer continuum.
- Promotes patient and family empowerment and reinforces a sense of autonomy and self determination.
- Advocates on behalf of the patient and family with care providers and services to support their choices and needs.
- Provides basic cancer care information to support informed decision making.
- Fosters and maintains relationships of trust.
- Demonstrates respect for the patient and family to support maintaining confidentiality of patient information.

### **Informational Continuity**

- Identifies areas for improvement by enhancing communication within the health care system and the community at large when gaps and inefficiencies are identified with services, policies, or procedures in the course of interacting with people living with cancer.
- Develops and continuously strengthens understanding of the identities of the individuals and communities in the region, values, beliefs and practices, as well as social, political and economic contexts.
- Recognizes the resources, knowledge and skills of diverse communities that can be utilized to support health care service delivery.
- Transfers knowledge to practitioners, the public, community primary care organizations, and members of the regional team.
- Assists in the development, cataloguing, and maintenance of a repository of patient and family information and education resources.
- Introduces the Cancer Patient Navigator and the Oncology Social Worker roles to patients and their families and promotes understanding and acceptance of the roles within the health care team and communities.
- Mentors and/or offers peer-based leadership and support to community volunteers.
- Maintains partnership in provision of services and care with CCMB, working in collaboration with the Rural Manitoba Navigation Lead, Community Cancer Patient Network (“CCPN”), First Nations, Métis & Inuit Cancer Control Program, Manitoba Breast and Women’s Cancer Network, and Uniting Primary Care and Oncology Network (“UPCON”).
- Participates in regular Rural Manitoba Navigation Network meetings and Rural Manitoba Supportive Care Network meetings via Telehealth.
- May participate in cancer screening and prevention clinics promoting healthy living for cancer patients in cooperation with the RHA’s health promotion and chronic disease prevention programs.
- Makes resources available and facilitates educational opportunities for patients and families and communities that may include information about advocacy, prevention, screening, early detection, diagnosis, treatment, psychosocial and supportive care, rehabilitation, and survivorship.
- Attends multidisciplinary care planning meetings when required.
- Pursuant to the Regional Health Authority Act, Interlake- Eastern RHA is designated bilingual (English/ French). Accordingly, all employees accept the responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

**OTHER**

- Maintains data in a variety of statistical databases for the members of the Regional Supportive Cancer Care team and management, including compilation of statistical reports.
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**QUALIFICATIONS****EDUCATION/CERTIFICATION:**

- Completion of a recognized Cancer Patient Navigation course or willingness to complete this course within 18 months of taking the position required.
- Completion of @yourside certificate program through Saint Elizabeth distance education (First Nations, Inuit and Metis cancer course) or willingness to complete within 18 months of taking the position required.
- Completion of recognized cultural safety training required.

**REQUIRED KNOWLEDGE:**

- Knowledge of the principles of Navigation and Navigation processes required.
- Demonstrated knowledge of local, regional, and provincial cancer services required.
- Familiarity with Aboriginal history, practices and issues required.

**EXPERIENCE REQUIRED:**

- Experience in a health care setting required
- Minimum of two (2) years experience within the last five (5) years working with patients and families with cancer required.

**SKILLS/COMPETENCIES:**

- Demonstrated ability to practice in a culturally responsive manner.
  - Ability to maintain interpersonal effectiveness in a multi-disciplinary, team-based working environment.
  - Excellent organizational and interpersonal skills with demonstrated ability to communicate effectively, both verbally and in writing with staff, outside agencies and the public.
  - Demonstrated proficiency and experience working with computer applications including: records management and information management programs.
  - Ability to work independently, with minimal supervision, in multiple environments, and on a flexible schedule, as travel and some evening and weekend work is required.
  - Up to date immunization record.
  - Good physical and mental health to meet the demands of the position.
  - Valid Manitoba driver's license and access to a reliable vehicle required
  - Given the cultural diversity of our region, the ability to communicate in more than one language would be considered an asset.
  - Proficiency of both official languages is essential for target and designated bilingual positions
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
  - Will be required to travel throughout the region as duties may require.
  - No hazardous or significantly unpleasant conditions.
  - All health care workers are required to be immunized as a condition of employment in accordance with the Interlake-Eastern RHA Policy GA-13-P-110 Required Immunizations for Health Care Workers.
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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring the adherence to Workplace Safety and Health regulations and Policies and Infection Control Guidelines. Obeys all safety and health rules and follows recommended Safe Work Procedures. Informs supervisor of any unsafe acts, work conditions, incidents, near misses, injuries or illnesses immediately.
- Demonstrates a working knowledge of Workplace Hazardous Materials Information Systems (WHMIS) and adheres to procedures for handling and storing controlled substances as described in the Material Safety Data Sheets (MSDS). Uses personal protective equipment as required.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Participates in and demonstrates an understanding of patient safety principles and practices into all day to day activities. Follows all safe work practices and procedures and immediately communicates any activity or action which may constitute a risk to patient safety.
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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by:

\_\_\_\_\_  
Vice President, Human Resources

\_\_\_\_\_  
Date

*Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*