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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	PUBLIC HEALTH NURSE/ FAMILIES FIRST COORDINATOR
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	NURSE IV
<b>UNION:</b>	MNU

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER – PUBLIC HEALTH
<b>POSITIONS SUPERVISED:</b>	FAMILIES FIRST HOME VISITORS FOR POSITION OF FAMILIES FIRST COORDINATOR

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## POSITION SUMMARY

Reporting to the Clinical Team Manager – Public Health, the Public Health Nurse/ Families First Coordinator promotes, protects and preserves the health of populations. Services are directed towards individuals, families, groups and communities across the life span in a continuous process. The Public Health Nurse/ Families First Coordinator applies appropriate strategies to prevent injuries, chronic and communicable diseases; address environmental issues; support reproductive/ sexual health and promote the health of post-partum women, infants and families. This position also establishes work schedules and provides direct supervision to the home visitors as well as receives referrals to determine families' needs while providing professional intervention where appropriate and maintains ongoing management of all cases in addition to liaising with the referring public health nurse and other professionals involved with the family. This position provides consultation and advice on home visitors issues according to the standards and guidelines. The Public Health Nurse/ Families First Coordinator respect diversity, self-determination, empowerment, and community participation. These values are consistent with a population health approach that is rooted in an understanding of the broad determinants of health and the principles of primary care, community development and harm reduction. The position of Public Health Nurse/ Families First Coordinator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake-Eastern Regional Health Authority.

## ESSENTIAL FUNCTIONS AND DUTIES

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

- Demonstrates knowledge regarding the health status of populations, inequities in health, the determinants of health and illness, strategies for health promotion, disease and injury prevention and health protection, as well as the factors that influence the delivery and use of health services.
- Demonstrates knowledge about the history, structure and interaction of public health care services at local, provincial/territorial, national and international levels, in particular as it relates to *The Public Health Act* and the role of the Public Health Nurse in the context of communicable disease outbreaks and disaster situations.
- Applies public health sciences to practice by synthesizing knowledge from public health sciences and professional nursing theory.
- Uses evidence and research to inform health policies and programs by maintaining and applying evidenced-based nursing and public health theory.
- Demonstrates the ability to pursue lifelong learning opportunities in the field of public health as it relates to current public health nursing practice, new and emerging issues and the changing needs of the population.
- Recognizes when a health concern or issue exists by applying epidemiological principles, knowledge and management/prevention skills in the control of injuries, chronic and communicable diseases and environmental issues.
- Identifies relevant and appropriate sources of information, including community assets and resources.
- Collects, stores, retrieves and uses accurate and appropriate information regarding public health issues.
- Analyzes this information to determine appropriate implications, issues, gaps and limitations.
- Determines the meaning of this information, considering the current ethical, political, scientific, socio-cultural and economic contexts.
- Recommends specific actions based on the analysis of this information. This includes encouraging and supporting communities, families and individuals to balance choices with social responsibility to create a healthier future.
- Plans, implements and evaluates policies and/or programs in public health.
- Demonstrates an ability to set and follow priorities and to maximize outcomes based on available resources.
- Demonstrates the ability to fulfill functional roles in response to a public health emergency specifically as it relates to the role of the Public Health Nurse in participating, developing, implementing and evaluating an emergency response plan.
- Identifies and collaborates with partners in addressing public health issues.
- Uses skills such as team building, negotiation, conflict management and group facilitation to build partnerships.
- Mediates between differing interests in the pursuit of health and well-being and facilitates the allocation of resources.
- Advocates for healthy public policies and services that promote and protect the health and well-being of individuals and communities.
- Addresses population diversity when planning, implementing, adapting and evaluating public health programs and policies.
- Applies culturally relevant and appropriate approaches with people from diverse cultural, socioeconomic and educational backgrounds and persons of all ages, genders, health status, sexual orientation and abilities including recognition of harm reduction approaches.

- Interprets information for professional, non-professional and community audiences based on their public health nursing expertise.
- Mobilizes individuals and communities by using appropriate media, community resources and social marketing techniques.
- Contributes to developing key values and a shared vision in planning and implementing public health programs and policies in the community.
- Utilizes public health ethics to manage self, others, information and resources and practice in accordance with all relevant legislation such as *The Public Health Act, The Child and Family Services Act, The Personal Health Information Act, CAN Code of Ethics, etc.*
- Contributes to maintaining organizational performance standards and contributes to a healthy and responsive workplace and organization.
- Demonstrates the ability to build community capacity by sharing knowledge, tools expertise and experience through participation in professional development and practice development activities. Participates in the education/mentoring of nurses, students, and other professionals, orienting new staff and participating in research and quality assurance initiatives.
- Implements Public Health programs identified by Manitoba Health as core services and mandated Public Health programs.
- Participates in a coordinated, multidisciplinary primary health care team.
- Initiates strategies that help address the determinants of the health of communities and those who live within them.
- Ensures strategies adhere to established policies and procedures.
- Completes documentation in a timely manner as required by regional and professional standards.
- Completes and submits required statistical information and reports according to regional policies.
- Provides supervision to support staff and volunteers as appropriate.
- Intake and Assessment
  - Receives referral information.
  - Reviews information, prioritizes, and determines the need for a parent survey if not already completed, or redirects the referral appropriately.
  - Ensures the case is registered on the Families First Monthly Summary.
- Care Planning and Case Coordination
  - Analyzes data received from assessment, identifies client's needs and prioritizes same.
  - Takes responsibility for implementation and coordination of the plan of care to meet client needs.
  - Provides professional intervention where appropriate through providing counseling, teaching, guidance, crisis intervention, etc.
  - Responsible for the ongoing management of the cases including development , monitoring, evaluation, reassessment, and adjustment of the plan of care always referring to family's goals and objectives.
  - Coordinates communication/ongoing referrals between the family and the referring public health nurse and other providers in order to provide best service.
- Case Load Management
  - Communicates regularly and helps to coordinate each home visitor's caseload in order to meet the clients and program demands effectively.
  - Is available to home visitors for advice and consultation on complex cases.
  - Ensures data collection and submission of statistics to Healthy Child Manitoba and Clinical Team Manager.
- Supervision
  - Consults with the clinical team manager for recruitment of new staff.

- Orientation of new home visitors. Ensures that a complete orientation is provided to each newly hired home visitor prior to assignment of clients.
- Supervision of Home Visitors
  - Conducts weekly/bi-weekly case reflections with each home visitor.
  - Conducts quarterly supervisory visits in clients' homes to assess, monitor, provide support for each home visitor's plan of care.
  - Conducts a formal performance appraisal of each home visitor in accordance with IERHA Human Resource policy.
  - Identifies learning needs and develops a plan demonstrating the strengths and areas of improvement for each home visitor's performance strengths and weaknesses and provides opportunities for professional development.
  - Participates in development of policies and procedures for home visitors and supervisors.
- Program/Resource Planning
  - Gathers information on available community resources and agencies that provide assistance and support to clients within the Families First program.
  - Takes initiative to act as a liaison with other service providers and networks.
- Team Participation
  - Attends and participates at regional Families First program meetings.
  - Represents Families First program and provides updates to the Public Health Nursing team.
  - Working within a team of Families First Coordinators.

**OTHER**

- Performs other duties as assigned.

**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Current registration with College of Registered Nurses of Manitoba required and a member in good standing.
- Baccalaureate Degree in Nursing required.
- Basic Life Support (BLS) certification required.
- Completion of the Public Health Agency of Canada's Skills Enhancement for Public Health Program preferred.
- Douglas College Breastfeeding Certificate preferred.

**REQUIRED KNOWLEDGE:**

- Knowledge of research and statistical methods preferred.
- Understanding of *The Public Health Act* and the legislated role of the public health nurse required.
- Familiarity with Community Health Nurses Association of Canada's ("CHNAC") Community Health Nursing Standards of Practice and Public Health Agency of Canada's ("PHAC") Core Competencies for Public Health.
- Good understanding of *The Personal Health Information Act* and ability to maintain confidentiality required.

**EXPERIENCE REQUIRED:**

- Minimum two (2) years' current experience in public health nursing or related field in nursing with emphasis on health protection, illness prevention, health promotion and community development required.
- Experience in a Families First program supervisory capacity preferred.
- Parent Survey and Core Training required.
- Demonstrated application of harm reduction principles in nursing practice preferred.

**SKILLS/COMPETENCIES:**

- Ability to work independently with minimal supervision and within an interdisciplinary team required.
  - Excellent communication and interpersonal skills required.
  - Excellent written and oral communication skills.
  - Ability to maintain positive working relationships with staff in a multi-disciplinary team based working environment.
  - Good physical and mental health to meet the demands of the position.
  - Valid Manitoba driver's license and use of vehicle required.
  - 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.
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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 adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- 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**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

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Created: January 2017  
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 position 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.*