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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	FETAL ALCOHOL SPECTRUM DISORDER DIAGNOSTIC COORDINATOR
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	FETAL ALCOHOL SPECTRUM DISORDER DIAGNOSTIC COORDINATOR
<b>UNION:</b>	MGEU – TECHNICAL PROFESSIONAL

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER, PUBLIC HEALTH SERVICES
<b>POSITIONS SUPERVISED:</b>	NOT APPLICABLE

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## POSITION SUMMARY

Under the general supervision of the Public Health Clinical Team Manager and in collaboration with the Manager of Manitoba Fetal Alcohol Spectrum Disorder (FASD) Centre, the FASD Diagnostic Coordinator will facilitate the development of FASD diagnostic capacity within the region. The Coordinator is a member of the Manitoba FASD Network.

The FASD Diagnostic Coordinator will provide a range of services relating the referral, assessment and follow-up process, multidisciplinary team development, education, data collection and building of networks and community capacity. The position of FASD Diagnostic Coordinator functions in a manner consistent with, and supports the Mission, Vision and Values of the Interlake- Eastern Regional Health Authority.

The Manitoba FASD Network includes eleven FASD Diagnostic Coordinators in five health regions who work in partnership with the Manitoba FASD Centre. Their role includes facilitating FASD referrals and assessments for children and youth living in their region and assisting with accessing community resources following a FASD diagnosis. The coordinators also facilitate a “*Building Circles of Support*” FASD Education series.

The Network is overseen by a steering committee comprised of representatives of the Regional Health Authorities, Government of Manitoba and the Manitoba FASD Centre which also provides coordination and development support.

The position of FASD Diagnostic Coordinator functions in a manner consistent with, and supports 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:

##### **Referral**

- Manage intake processes and procedures related to FASD referrals for region.
- Screen referrals (following standardized criteria)
- Conduct intake interviews with parents/ caregivers (including clarification of expectations, obtaining relevant family, social, educational history, and prenatal alcohol history as required, description of current concerns)
- Assist referral sources and/or families prepare for assessment. (provide education and resources to families, care providers and other members of the child's circle of support as required)
- Consult with relevant professionals in collecting data and updates for assessment
- Prepare children, youth and families for assessment
- Schedule assessments, send appointment letters
- Facilitate completion of standardized questionnaires from families/school/daycare.

##### **Assessment**

- Participate in the appointments as required.
- As part of the assessment team, contribute to the dialogue and assist in the planning/recommendations
- Debrief with family following assessment
- Support family and child on day of assessment

##### **Follow-up**

- Coordinate and facilitate post diagnostic follow-up meeting and education for youth, families, care providers and other members of the child's circle of support for those given a diagnosis, once the FASD multi-disciplinary report has been completed. Sometimes in consultation with the Manitoba FASD center FASD educator and/or clinicians.
- Facilitate implementation of recommendations (including referrals) for those diagnosed and not diagnosed
- Provide short term case consultation and provide long term follow-up as required, up to the age of 18 (for diagnosed children/youth)
- For those not diagnosed with FASD, assist implementation of recommendations provided.

- Coordinate and facilitate follow up with local clinicians that were involved in the assessment process

#### Multidisciplinary Diagnostic Team Development - Regional Diagnostic Clinics

- Collaborate with the RHA to identify potential members of regional diagnostic team members; create a committee of interested partners, facilitate and participate in the education and sharing of the RDC vision, encourage partnerships where possible.
- Maintain established partnerships and continue to collaborate to develop partnerships where possible ie RHA employees, CTI, SMD, School Divisions
- Coordinate and facilitate in training for multidisciplinary team development in collaboration with the MB FASD Centre.
- Coordinate multi-disciplinary team assessments to occur in the region (RDC) including scheduling of pre clinic appointments prior to the final assessment appointment for children and youth, education and support to children/youth/caregivers, facilitate the photo taking for the geneticist to do photo analysis prior to the final assessment appointment, create and send out appointment letters for final assessment appointment in the RHA
- Identify and utilize RHA sites for regional clinics; facilitate the coordination of the clinics including booking space, arranging for equipment, management of the clinics, scheduling assessments, arranging for appropriate community clinician/collaborations, implementation of PHIA for observers

#### Networking and Community Capacity Building

- Educate local health and social service providers in the referral and assessment process for FASD, provide educational presentation on FASD, referral and assessment process and role in the region as requested to colleagues and greater community
- Work with inter-sectoral and community groups to assist with community capacity building for pre and post assessment education and support
- Collaborate with community and inter-sectoral groups to create a positive social environment to support children and families affected by FASD
- Promote strong community partnerships that enhance the delivery of services to children, youth and families impacted by FASD
- Ongoing resource development and identification of gaps for FASD and alcohol affected children, youth and families – work with RHA and provincial government agencies to address regional gaps and implement of new FASD specific programs
- Create and participate on an FASD specific coalition or committee in target area
- Facilitate the 8 week educational program, “Building Circles of Support” to target areas with telehealth in the region; in conjunction with RHA PR – creating promotional advertisement for the sessions, taking screening/registration for sessions, booking room/technology for sessions, providing resources for each session, participating in and facilitation of the program to participants attending
- Create and participate in International FASD Awareness Day activities for target areas in the region in conjunction with RHA PR, FASD Coalition and other community partners

- Participate in and sit on various community or government sponsored committees that can intersect with FASD/alcohol affected children, youth or adults
- Provide mentorship and training to new coordinators throughout province as needed
- Attend appropriate educational conferences/workshops
- Member of and participate in the Regional FASD Steering Committee meetings
- Member of and participate in the Regional FASD Coordinator meetings
- 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.

**OTHER**

- Performs other duties as assigned.
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**QUALIFICATIONS**

**EDUCATION/CERTIFICATION:**

- Baccalaureate Degree in relevant allied health care discipline.
- Current applicable registration and a member in good standing.

**REQUIRED KNOWLEDGE:**

- Broad knowledge of systems including child welfare, education, health.
- Enhanced knowledge of fetal alcohol spectrum disorder.

**EXPERIENCE REQUIRED:**

- Minimum three (3) years working with families and relevant systems (ex. child welfare, health care, education, mental health).
- Minimum two (2) years providing leadership in team or organizational context (including workshop leadership).

**SKILLS/COMPETENCIES:**

- Strong leadership skills & initiative.
- Excellent communication skills.
- Strong organizational skills.
- Cultural sensitivity & intercultural skills.
- Ability to create/lead/maintain effective team relationships.
- Ability to inspire confidence and respect from team and professional community.
- Ability to work in a computerized environment.
- Valid driver's license and access to a vehicle.
- 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.
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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: July 2018  
\_\_\_\_\_ 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.*