



**MATAWA HEALTH
CO-OP**

Job Description

Director of Clinical & Nursing Services

PURPOSE OF THE POSITION

Matawa First Nations has established the Matawa Health Co-operative. This provincially incorporated Co-op consists of the nine Matawa member communities – Webequie, Neskantaga, Nibinamik, Eabametoong, Marten Falls, Aroland, Ginoogaming, Long Lake # 58 and Constance Lake First Nations.

The Director of Clinical & Nursing Services shall work closely with the Matawa Health Co-op Executive Director, First Nation health directors, and other community stakeholders. He/she will report to the Executive Director. The main responsibilities of the Director of Clinical & Nursing Services are to coordinate the development and implementation of Co-op clinical programs/services. He/she will direct the delivery and evaluation of all aspects of the clinical programs/services offered and will facilitate the coordination of clinical services. He/she will coordinate and develop a nursing transfer outline with the designated community (provided by the Board of Directors).

The person must be committed to a community development philosophy, primary care model, and inter-disciplinary health practice, establishment of partnerships with other agencies, cultural competency and collaborative relationships with other staff.

SCOPE

The Matawa Health Co-op is the First Nation Health Co-op in Canada. Its purpose is to provide collaborative and accountable health services to its First Nation members. As a co-operative, the members set the direction and it reflects the unique nature of each First Nation. The Co-op is flexible in how services are implemented, it must reflect the priorities, capacity and diversity of each First Nation.

The Director of Clinical & Nursing Services shall assist in the continued development and implementation of strategies to support the Co-op under the supervision of the Executive Director. The Director of Clinical & Nursing Services will be responsible for overseeing the implementation, evaluation and professional development of the co-op clinical programs/services and its clinical staff. Proposal development and collaboration with other groups on joint initiatives will be expected.

RESPONSIBILITIES

Clinical Services

Delivering wholistic, primary care programs in a culturally appropriate manner, which reflect Matawa culture, values and traditions.

1. Identifies community health needs in consultation with internal and external service providers and community groups. Where appropriate, facilitates funding requests, programs and research to meet these needs.

2. Assists in the monitoring of clinical programs/services expenditures in conjunction with the Finance Manager and the Executive Director.
3. Participates in the development of and adherence to, policies and procedures of Matawa Health Co-operative.
4. Coordinates and supervises activities to collect and analyze clinical services data.
5. Provides leadership to the team to ensure appropriate inter and multi-disciplinary resources are engaged to their full capacity.
6. Oversees all aspects of health records management for all sites in collaboration with data management committee
7. Works closely with other programs and staff within Matawa Health Co-operative to develop and implement mechanisms to ensure quality of care, effectiveness, efficiency and integration of traditional programs and services, and collaboration across both sites.
8. Liaises with service providers outside the organization and with community groups to ensure the effective delivery of services.
9. Identify clinical programs/services and resources required to support Matawa Health Co-operative activities by developing and maintaining informal and formal First Nation communities, regional and provincial networks and partnerships.
10. Develops policy and procedure manuals for MHC clinical and nursing services.
11. Maintains, supports and utilizes all Risk/Quality Control Management principles and procedures.
12. Maintains confidentiality of information in accordance with policies established by the Executive Director and the Matawa Health Co-operative Board of Directors.
13. Operates with conformance to applicable legislation, policies and procedures, and collective agreement provisions.
14. In consultation with the Executive Director, negotiates agreements with community agencies to provide collaborative services on site,
15. Provides advice and assistance to the Executive Director by:
 - Keeping the Executive Director informed of all aspects of the operations for which the Director of Clinical & Nursing Services is responsible;
 - assuming responsibility for the organization in his/her absence, when requested;
 - bringing to his/her attention issues that may affect the health of the community.
16. Participates on local, regional and provincial committees as required.

Management

1. Supervises and directs the activities of all clinical staff with the Community Health Nurse Supervisor
2. Providing recommendations to hire, advise, conduct performance evaluations and orientation, training and development opportunities.

3. Contributes to the effective delivery of services and the efficient administration of Matawa Health Co-operative
4. Oversees scheduling and lieu time/vacation leave/sick leave authorizations of all clinical staff to ensure access and quality of clinical programs/services are maintained. Scheduling of physicians' community visits are included.
5. Directs the planning, implementation, administration and evaluation of all clinical services offered by Matawa Health Co-op.
6. Identifies educational needs within the organization and coordinates efforts to meet identified needs and orientation of staff.
7. Participates in Chiefs meetings, MHC Board meetings to present activity reports and provides updates
8. Performs other related duties as requested.

Nursing Transfer

Matawa Health Co-op is assisting and supporting their First Nation communities in the nursing transfer process.

1. Planning and developing a nursing transfer outline with the designated community(s)
2. Researching existing nursing models; presenting different models to the community leadership and membership, and gaining feedback for the development of a sustainable model of nursing care,
3. Developing a strategic 3-5 years nursing plan, involving development of nursing infrastructure, recruitment and retainment of nursing staff, initiation of nursing management and services transfer
4. Provide professional supervision to the designated community,
 - a. ensuring nursing staff hold current qualifications with licencing (additional coverage) and certification in required courses,
 - b. Field visits to community nursing stations, may involve discussion with employees on issues related to nursing practice, chart audits, review of individual nursing practices, review of distribution of medications/narcotics and controlled substances, and yearly evaluation of primary care nurses,
5. Provides nursing management, administrative, consultative and supervision to the designated community nursing station(s),
6. Advises the Health Directors, medical professionals and other managers on professional nursing matters including nursing policy formulation, program activities and the implications of particular nursing legislation, including the potential impact of proposed policy and program initiatives in the communities,
7. Ensuring mandatory programs are working efficiently and providing a quarterly reports to the CDC Nurse
 - a. Assigning nurses to deliver the mandatory programs
 - b. Ensuring nurses submit reports in a timely manner

8. Working with the Community Health Director (or designated community members) in recruiting, and hiring qualified nurses for the Community Nursing Station(s)
 - a. Recruits, screens and interviews, conducts reference checks and hires Primary Care Nurses with the Community Health Director, Chief and Council and NIC
 - b. Facilitates orientation for new hires (Cultural sensitivity and awareness of the First Nations culture and lifestyle will be promoted with cross cultural orientation)
9. Conducts exit interview for nursing employees
10. Developing a yearly nursing schedule, ensuring there is sufficient nursing coverage at all times
11. Providing professional development courses to the nursing staff
12. Working with the Community Health Director to align nursing services with the community health programs, will aim at providing in home assessments and care for clients that are not able to be seen in the clinic setting
13. Develop communication systems and health management systems to ensure health information is provided to the Matawa Chiefs, Matawa Health Co-op Board and communities
14. Informing the Executive Director of progress and/or issues that occur and contributes to on-going discussions about resolving issues
15. Reviews monthly statistical data and makes recommendations towards improvement
16. Developing working relationships with the Indigenous Services Canada Zone, Regional and Provincial Nursing Initiatives
17. Prepares proposals as requested in conjunction with the Matawa Health Co-op team and Community Health Director

Organizational Responsibilities

As a representative of the Matawa Health Co-op, the employee is responsible for:

- Reflecting and interpreting the organization vision, mission and core values in his/her own work with enthusiasm and commitment;
- Acting in accordance with relevant legislation and organization policies and procedures;
- Proposing changes within MHC that would improve the quality of service to our First Nations' children, families and communities;
- Developing and maintaining respectful, cooperative working relationships to contribute to the delivery of services to First Nations' children, families and communities;
- Understanding their role and responsibility in maintaining a safe workplace and reducing workplace injuries;
- Ensuring accuracy, confidentiality and safekeeping of agency records;
- Participating constructively in the supervision process with the Clinical Supervisor;

Qualifications and Requirements

The incumbent must have proficient knowledge in the following areas:

1. Master's degree in a related field or a combination of educational preparation and applicable experience preferred
2. Minimum of 2 years of related nursing and supervisory work experience
3. Broad knowledge in the areas of community health, primary health and health promotion
4. Excellent leadership, management, motivation and problem-solving skills in a team setting
5. Ability to collect and analyze data, including familiarity with computer software
6. Understanding and interest in current issues in indigenous health, including health reform
7. Excellent organizational and planning skills
8. Knowledge and understanding of Indigenous traditions and culture
9. Broad knowledge of the services provided Matawa First Nations and its First Nations members. They must be familiar with the politics and health related trends in the area and able to translate that familiarity into social action to benefit the local health programs.
10. Good knowledge of the programs, regulations, and procedures of Ministry of Health and Long-Term Care, and First Nations and Inuit Health Branch, including Non-Insured Health Benefits
11. Ability to display and support Matawa Health Co-operative's vision, mission, and goals in providing respectful and effective health care
12. Ability to satisfactorily pass a Tuberculin (TB) Skin Test and Criminal Records Check (including Vulnerable sector)
13. Must be able to travel to the Matawa First Nation Communities when required
14. Access to a vehicle and insurance to travel to highway accessible sites
15. The ability to maintain confidentiality.
16. Ability to speak Oji-Cree or Ojibway an asset
17. Valid Ontario driver's license

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to work in a team like setting
- Must have excellent oral and written communication skills
- Must have strong interpersonal and leadership skills

WORKING CONDITIONS

Physical Demands

The Director of Clinical & Nursing Services may have to travel to the Matawa First Nation communities in diverse weather conditions. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Clinical Manager may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Director of Clinical & Nursing Services may have to manage a number of projects at one time, and may be interrupted frequently. The Director of Clinical & Nursing Services may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

The Director of Clinical & Nursing Services will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

Employee Signature

Printed Name Date

I certify that I have read and understand the responsibilities assigned to this position.

Supervisor's Title

Supervisor's Signature Date

I certify that this job description is an accurate description of the responsibilities assigned to the position.

Executive Director's Signature Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.