UNION JOB DESCRIPTION

JD1967

JOB TITLE:	RN Supervisor, Home Support	**JOB DESCRIPTION NO.:**	80283/N.VI.25002.009
CLASSIFICATION:	Community Health - Profile Classification - Level 4	**GRID/PAY LEVEL:**	NL4
COLLECTIVE AGREEMENT:	Nurses Bargaining Association	**HSCIS NO.:**	25002
UNION:	BCNU	**JOB/CLASS CODE:**	80283
PROGRAM/DEPARTMENT:	Community Health Services; Oceanside Health Center	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Manager, Home Support		
FACILITY/SITE:	SI: Esquimalt/Westshore/Sooke; Saanich; Oak Bay/Gordon Head; Downtown/Vic West; James Bay/Oaklands; Peninsula; Saltspring Island; Outer Gulf Islands home support sites / CNI: Comox Valley; Campbell River; Cowichan; Nanaimo/Gabriola; Port Alberni; Parksville home support sites / Oceanside Health Centre		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of Island Health (Vancouver Island Health Authority), patient and staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Manager or designate, working in a highly computerized environment and in collaboration with a inter-disciplinary health care team, the Supervisor, Home Support assesses, plans, organizes and coordinates the delivery of client Home Support services; evaluates the care provided , and supervises designated staff. Travel is a requirement of the job. Transportation arrangements must meet the operational requirements of VIHA, in accordance with service assignments and requires access to a personal vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Plans, evaluates and directs assigned staff resources in accordance with established policies and procedures, by:
   - Supervising, directing, supporting, coaching and evaluating Community Health Workers, and other designated staff as required, referring significant performance concerns to the Manager or designate.
   - Recruiting staff.
   - Conducting relevant components of the orientation process for staff.
   - Providing ongoing coaching and mentoring to facilitate performance improvement and the achievement of individual objectives.
   - Particpating in staff development plans and recommending continuing education for designated staff.
   - Implementing progressive discipline up to verbal warning, referring disputes at Step 2 of the grievance procedure to the Manager.
   - Overseeing the scheduling of services and work assignments.

- Planning, developing, providing and evaluating in-services, client specific training, and other educational programs for Community Health Workers and other designated staff in conjunction with the Community Resource Team.
- Organizing and planning practicum experiences for students participating in formal education programs as required, maintaining a professional liaison with the instructors of the programs.
- Coordinating and participating in team meetings/conferences, care plan reviews and staff meetings.
- Communicating established policies,and procedures to staff.

2. Ensures that assigned client care is being provided safely, efficiently and effectively and in accordance with established standards and guidelines by:

- Conducting regular visits to Community Health Workers and other designated staff in a variety of settings in the community including clients' homes;
- Implementing the care/service plan, providing instruction and training to staff as required;
- In conjunction with the inter-professional health care team, reviewing client care/service providing feedback to the most responsible clinician of changes in client status;
- Conducting home visits in response to reported changes in client condition and reporting findings to the most responsible clinician;
- Supporting service care plan by monitoring the scheduling of work assignments for Community Health Workers;
- Coordinating Home Support Services with internal and external programs/services.

3. Provides frontline leadership for Quality and Risk Management, promotes safety and continuous quality improvement, and participates in employee and client safety initiatives as directed by:

- Promoting and facilitating a safe and therapeutic environment for the provision of care;
- Addressing and documenting any risk management and quality issues as they arise;
- Following up and contributing to the resolution of risk management issues;
- Identifying and following up on opportunities for continuous quality improvement;
- Carrying out quality and safety monitoring activities and projects, analyzing and acting upon information received through incident reports, client evaluations and other data;
- Participating in a variety of meetings including inter-professional health care team, quality improvement, and leadership committee meetings;
- Advising the Manager/designate of deficiencies in systems, services and resources within Home Support;
- Recommending and implementing process improvement initiatives;
- Providing input to the Manager/designate regarding capital and operational budget requirements;
- Identifying utilization issues and referring unresolved issues to the Manager or designate;
- Participating in the development of client-centred standards for Home Support Services.

4. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Graduation from a recognized nursing program, plus three (3) years recent related experience, including two (2) years supervisory experience and one (1) year relevant clinical experience or equivalent combination of education, training and experience such as Canadian Nurses Association (CNA) certification in gerontology.

Recognized post secondary education related to leadership, adult education, coaching and mentoring.

Knowledge of and experience working with related legislation e.g. Adult Guardianship, or an equivalent comination of education, training and experience.

Registration with BC College of Nurses and Midwives as a practicing RN registrant.

Valid BC Drivers licence.

Skills And Abilities

- Demonstrated interpersonal and leadership skills.
- Demonstrated ability to supervise.
- Demostrated ability to teach adults.
- Demonstrated ability to communicate effectively including effective conflict resolution.
- Ability to coach and mentor staff.
- Ability to organize, coordinate and prioritize workload effectively.
- Ability to identify the learning needs of designated staff and develop individual learning plans to address these needs.
- Ability to operate related equipment including computer applications, such as Procura.
- Physical ability to perform the duties of the positions.