



## UNION JOB DESCRIPTION

**JD3747**

<b>JOB TITLE:</b>	Team Lead (RN/RPN)	<b>JOB DESCRIPTION NO.:</b>	80270
<b>CLASSIFICATION:</b>	Community Health - Profile Classification - Level 4	<b>GRID/PAY LEVEL:</b>	NL4
<b>COLLECTIVE AGREEMENT:</b>	Nurses Bargaining Association	<b>HSCIS NO.:</b>	25002
<b>UNION:</b>	BCNU	<b>JOB/CLASS CODE:</b>	80270
<b>PROGRAM/DEPARTMENT:</b>	Mental Health & Substance Use	<b>BENCHMARKS (If Applicable):</b>	
<b>REPORTING TO:</b>	Manager or designate		
<b>FACILITY/SITE:</b>	VIHA South, Central and North Island Health Services Delivery Areas		

### 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, the Team Lead provides leadership in the day to day operations in accordance with the Vision and Mission statements of Island Health Participates in developing, implementing, and evaluating services, and ensures services are reflective of the Mental Health and Substance Use vision and mission including a harm reduction philosophy.

Acts as the communication liaison between members of the multi-disciplinary team, emergency health services, as well as other community organizations outside the team, assertively developing cross-service relationships and partnerships to ensure effective transition of clients. Demonstrates a harm reduction approach to care, ensuring assessment, brief interventions, treatment, rehabilitation/recovery, outreach, and service navigational supports are provided in alignment with the philosophical foundations of the provincial Standards and Guidelines.

Provides leadership to the multidisciplinary team and functions as a role model and coach to assist staff with professional development and achievement of unit/service goals Takes a long-range view of operations and patient/client/resident service delivery and follows through on issues that impact on the overall quality of patient/client/resident care provided. Participates in developing policies and procedures/ standards for operationalizing client care within a community-based outreach environment. Contributes to the monitoring and development of the operating plan. Provides leadership within the service for quality and risk management activities. Engages in program and community development when appropriate and as directed.

Travel may be a requirement of this position. Transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and may require the use of a personal vehicle.

### TYPICAL DUTIES AND RESPONSIBILITIES:

1. Participates in Island Health staff recruitment, interviewing and hiring, work assignments, orientation, training and performance supervision according to work rules, regulations and collective agreements.
  - Develops and implements staff orientation and training and manages student training.
  - Trains staff in the care of patients/clients/residents and supports them to meet competency requirements.
  - Utilizes knowledge and clinical expertise, provides in-service for staff and other health professionals and health

- care workers, in hospital, the community, and educational facilities regarding the care and treatment of patients/clients/residents and their families;
  - Develops, recommends and evaluates education materials.
2. Provides Leadership for designated service or specialty area.
- Coordinates the day-to-day clinical operations by supervising and directing VIHA staff, and assigning work; scheduling staff for appropriate coverage, authorizing and approving overtime
  - Provides input into VIHA staff individual performance planning; monitors and evaluates staff performance and provides constructive feedback
  - Leads the daily organizational meetings and treatment planning meetings.
  - Coordinates, consults and communicates with team which includes Physicians and other resources.
  - Follows up and contributes to the resolution of risk management issues
  - Provides ongoing coaching and mentoring to facilitate performance improvement
  - Continuously evaluates the status of clients and facilitates planning and coordination of treatment activities to ensure immediate attention to their changing needs.
3. Directs and coordinates, for each client, the comprehensive assessment of health, social and psychiatric history.
- Assessment will include, mental status, and diagnosis; physical health and dental health; use of drugs or alcohol; education and employment; social development and functioning; activities of daily living; and family structure and relationships.
4. Administration Support:
- Documents nursing observations and interventions; maintains complete and accurate health records;
  - Collects and reports statistical data;
  - Participates in program activities to promote improvements to patient/client/resident care, problem solving and safe operation of the program;
  - Assists with other administrative duties as assigned.
5. Directs and coordinates the client admission process and treatment, rehabilitation and support services of the program in coordination with the psychiatrist.
- Schedules the admission interview; develops and coordinates the initial assessment and initial treatment plan;
  - Assigns the most appropriate staff to the individual treatment team and provides clinical supervision of the development of the comprehensive assessment and treatment plan for each client.
6. Initiates and maintains supportive relationships, in coordination with other staff, with law-enforcement and other human services agencies and with informal community resources.
7. Participates in the administration of program budget. Receives approval to purchase necessary equipment, supplies and covers travel and mileage expenses.
8. Quality Assurance/Improvement:
- Develops tools, processes and criteria/indicators to continuously evaluate program effectiveness and to identify program development needs, in collaboration with the Program Manager and other team members.
  - In consultation with team members, develops, reviews, revises and updates procedures for the service area, ensuring consistency with applicable standards, VIHA standards and procedures, Nursing Standards of Practice, and best practices/current knowledge
9. Develops and maintains program policies and procedures.
10. Performs other related duties as assigned.

## **QUALIFICATIONS:**

### **Education, Training And Experience**

Graduation from a recognized nursing program or a related health discipline, or Advanced Diploma in Psychiatric Nursing, or Diploma with Canadian Nurses Association (CNA) certification for specialty and/or service area or an equivalent combination of education, training and experience. Registration with BC College of Nurses and Midwives as a practicing RN registrant or a practicing RPN registrant. A minimum of three years of recent related experience in MHSU clinical services and at least 1 year of leadership experience, or an equivalent combination of education, training, and experience.

Valid BC Driver's License.

### **Skills And Abilities**

- Demonstrated knowledge of the current theories, technologies, legislation and practices in the area of Intensive Case Management, mental health and the criminal justice system;
- Demonstrated knowledge of the characteristics and issues involved in the care of people with serious addictions and substance use, mental illness, aggressive behaviours, who may also be homeless;
- Understanding and practical experience in harm reduction practices.
- Demonstrated knowledge of program management principles, leadership skills, and collaborative practice principles;
- Demonstrated knowledge of the community service systems found South Island and experience operating from a multi-organizational service delivery perspective.
- Demonstrated knowledge of the principles of adult education in general and functional rehabilitation in particular;
- Ability to communicate effectively both verbally and in writing;
- Ability to work as a member of an interdisciplinary, inter agency team;
- Ability to organize workload and set priorities;
- Ability to work independently in challenging environments;
- Ability to plan, organize and evaluate patient/client/resident care;
- Ability to assess learning needs of people throughout the life cycle;
- Ability to teach using adult education principles;
- Ability to deal effectively with a variety of internal and external contacts including co-workers, physicians, community agencies, representatives, patients/clients/residents and families.