



UNION JOB DESCRIPTION

JD4614

JOB TITLE:	Home Support CHW Supervisor, LPN	JOB DESCRIPTION NO.:	4614
CLASSIFICATION:	Licensed Practical Nurse II - Community Care	GRID/PAY LEVEL:	NL2
COLLECTIVE AGREEMENT:	Nurses Bargaining Association	HSCIS NO.:	26005
UNION:	BCNU	JOB/CLASS CODE:	80287
PROGRAM/DEPARTMENT:	Community Health Services, Home Support	BENCHMARKS (If Applicable):	
REPORTING TO:	Manager, Leader or designate		
FACILITY/SITE:	VIHA Central Island Services Delivery Area Home Support: Nanaimo, Oceanside, Port Alberni, Cowichan; VIHA North Island Services Delivery Area Home Support: Comox Valley, Campbell River		

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.

The Home Support CHW Supervisor, LPN supports the coordination and delivery of Home Support Services by supervising the service and direct care practice of Community Health Workers (CHW's) in the field; overseeing the implementation of service plans; providing training to CHW's and evaluating their skills and competency in delivering client care/service. In collaboration with the interdisciplinary team, performs assessments, implements and provides personal and nursing care for clients in a community health setting. Provides nursing care within the LPN Standards of Practice as outlined by BC College of Nurses and Midwives (BC College of Nurses and Midwives) and within employer policies, procedures, limits and conditions.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Performs supervisory duties such as:

- Ongoing responsibility for making or adjusting client assignments;
- Coordinating equipment, specialized CHW training and other resources required for service delivery; in conjunction with scheduling staff, assist to schedule/coordinate CHW's assignments, as required.
- Overseeing the assignment and delegation of tasks of care of clients to CHW's;
- Coordinating the care/service as carried out by unregulated care providers with the program/service. The CHW Supervisor, LPN has the responsibility for the active and ongoing monitoring, evaluation and follow-up of this work and is accountable, in collaboration with the Home Support RN's or designate, for the outcomes of the quality and safety of care/service provided by the unregulated care providers;
- Ongoing evaluation of the work of unregulated care providers, using appropriate evaluation forms and documentation;
- Identifying and recommending training/skill enhancement for designated unregulated care provider staff.

2. Works with LPNs, CHWs and other unregulated members of the team by performing duties such as teaching, providing direction/supervision, assigning work, providing performance feedback, identifying resource and training needs, as well as ongoing support/guidance/mentorship of new staff. Supports resolving staffing problems including calling in unregulated care provider staff to ensure appropriate staffing levels, scheduling and coordinating (in conjunction with scheduling staff) work assignments.
3. Works as part of the Home Support Nursing team to organize and optimize the workflow in Home Support Services such as: distributing work assignments, determining priorities, problem solving with other members of the Home Support team, and recommending changes to policies and procedures.
4. Working within a collaborative team-based approach, assists in the recruitment, selection and retention of staff by performing duties such as reviewing applications, providing input into the development of interview questions, and participating on interview panels and contributing to decisions related to hiring.
5. Meets with the client to explain home support services and obtain client information, and oversees the implementation of individual service plans as determined by prior assessment.
6. Contributes to the development and ongoing changes to the individualized plan of care, including organizing and facilitating interdisciplinary care planning meetings and case conferences. Collaborates with the Health Care Team.
7. Communicates the progress of the client to other members of the Health Care Team, utilizing appropriate communication tools. Documents and updates all relevant information about care and process.
8. Engaging in nursing assessments within the LPN scope where appropriate to effectively assess the quality and safety of care, responds to concerns identified by LPNs, CHWs and other unregulated members of the team regarding the assessment, formulation, implementation and evaluation of the on-going care of the client, and ensures care is delivered as required.
9. Referring to established policies and protocols, shares information on Home Support programs and policies. Follows organizational processes and guidelines when responding to client complaints and other critical incidents.
10. Support processes surrounding requests such as vacation, sick leave, and leave of absence and surrounding review of timesheets.
11. Participates in continuous quality improvement and program evaluation activities, education sessions, team conferences, meetings and committees.
12. Maintains a safe environment for client, significant others and staff by adhering to established safety policies, standards and procedures including emergency procedures and infection control guidelines. Reports unsafe conditions and malfunctioning equipment.
13. Provides supervision for practical nursing students within their clinical practice experience.
14. Performs LPN duties in accordance with the competency guidelines and full scope of LPN practice within the Standards of Practice as outlined by the BC College of Nurses and Midwives and according to organizational policies, procedures, standards and unit specific protocols as required.
15. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Registration with BC College of Nurses and Midwives as a practicing LPN registrant. Three (3) years of recent, related acute, residential or community care experience including one (1) year supervisory experience; or an equivalent combination of education, training and experience.

Valid BC Driver's License and a reliable vehicle.

Skills And Abilities

- Ability to supervise others.

- Demonstrated knowledge and skills within a specific clinical specialty or client/patient/resident population dependent on the nature of the caseload (e.g. acute care, gerontology, palliative, etc.).
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain rapport with clients.
- Ability to work independently and collaboratively with others.
- Ability to assess and recognize changes in clients.
- Ability to plan, organize and prioritize.
- Ability to operate related equipment including proficiency in relevant computer applications.
- Physical ability to carry out the duties of the position.