

Job Description					
 NORTHERN HEALTH REGION	Site:	The Pas / Flin Flon / Thompson			
	Department:	Public Health			
	Reports to:	Manager, Public Health, Health Promotion/Community Health Development			
	Code #:	JD-14-200	Employee Group:	MAHCP	WS#: (FAC)
	Issue Date:	December 2, 2014	Last Edit Date:	February 11, 2019	
	Job Title:	Insight Mentor Coordinator			

Summary:	<p>The Insight Mentor Coordinator is an integral multi-disciplinary team member who is responsible for the regional operation of the Insight Mentor Program, which includes evaluating a coordinated, integrated, sustainable program. Develops processes to meet outcomes related to prevention, education, care, research and support for mothers at high risk of abusing alcohol/drugs during pregnancy using an empowering, strength-based focus and holistic approach.</p> <p>The Northern Health Region (NHR) endorses the Principles of Harm Reduction and, as per policy, all staff will establish a context that supports individuals, families and communities in making healthy decisions directed toward reducing or containing the adverse health, social and economic consequences of behaviors, attitudes and environments that may increase risk to a person's health.</p> <p>The incumbent must fulfill the requirements of the Criminal Records/Vulnerable Person, Child Abuse Registry Check and Adult Abuse Registry Check, and adhere to all Northern Health Region policies and procedures.</p>
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Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> Baccalaureate Degree in Social Work, Nursing, Nutrition, Psychology (other Related Health or Social Science Degree may be considered) Eligible to practice and maintain applicable membership/ licensure within the College of Manitoba BCLS an asset Valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel the region year round
Knowledge:	<ul style="list-style-type: none"> Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet Minimum two (2) years' community related work experience working with women, preferably in the area of substance abuse and/or pregnancy Minimum of two (2) years' experience in program planning/development/ coordination and community based program delivery Have current, comprehensive knowledge of and/or skills in FASD Current knowledge and experience in the areas of Population Health Promotion, community capacity building, building supportive environments, behavior change/self-management priorities, principles and best practices Current knowledge and experience in the areas of Social Determinants of

	<p>Health, understanding the impacts these have on sustainable behavior change and overall health outcomes</p> <ul style="list-style-type: none"> • Knowledge of delivering services and programs from a client-centered focus • Knowledge of Primary Health Care best practices • Knowledge of community resources • Knowledge of project/program coordination • Broad knowledge of systems including child welfare, education, justice and health • Knowledge of the principals of statistics collection and research projects and the role they play in identifying best practice • Knowledge of cultural differences in human interaction and recognizes the impact of culture on the therapeutic process, and modifies professional practice accordingly
Skills:	<ul style="list-style-type: none"> • Effective verbal and written communication skills • Ability to speak Cree an asset • Experience in completing written reports • Ability to facilitate learning based on learner's age, educational level, need/ or readiness to learn in either the one-on-one or group setting; using Adult Learning principals • Ability to work with high risk populations • Ability to effectively plan, develop, implement, and evaluate programming for clients in high risk situations • Demonstrated ability to foster an interdisciplinary, collaborative environment that supports quality, client care/quality improvement and an empowered practice model • Demonstrates interpersonal skills through clear communication and positive behavior • Ability to work independently, using own initiative and judgment • Good organizational skills and the ability to work independently • Ability to respect and promote a culturally diverse population • Ability to work effectively in a multi-disciplinary team • Demonstrated commitment to working towards positive change • Effective utilization of Harm Reduction Principles • Effective utilization of Strength Based Approach that is solution focused • Ability to work with families and relevant systems (Child & Family Services, justice, education, mental health)
Duties:	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Health Region as a whole 2. Promotes safety and health in the workplace 3. Contributes to a culture of client and staff safety 4. Coordinates the Insight Mentor Program 5. Advocates on behalf of clients/patients and involves them in planning and evaluating care 6. Ensures effective communication within the department and the organization 7. Ensures Continuous Quality Improvement 8. Demonstrates professionalism within the Code of Conduct 9. Demonstrates Leadership Qualities 10. Ability to recognize and pursue self-development opportunities 11. Assists with training new staff as required
Working Conditions:	<ul style="list-style-type: none"> • Primary day shift, Monday to Friday • Weekend and evening work on occasion • Some overtime required

	<ul style="list-style-type: none"> • Works primarily in an office setting, however must complete some tasks within the community • Travel, including gravel and winter roads and, where applicable, by small plane, within the Region year round • Intense concentration, especially listening • Frequent interruptions • Ability to work in an environment that is conducive to pets and scents/fragrances • Potential for exposure to communicable disease • Ability to work with women/families in difficult life circumstances • Unexpected deadlines to meet at times
Decision Making:	<ul style="list-style-type: none"> • Capable and willing to exercise judgment in the day to day performance of duties in adherence to departmental policies, procedures, philosophy, goals and objectives • Capable and willing to provide day-to-day leadership and coordination of the Insight Mentor Program • Responsible for problem solving in collaboration with other members of the healthcare team and/or clients/families/major stakeholders
Key Working Relationships:	<ul style="list-style-type: none"> • Insight Mentors • Manager, Community Health Development • Director, Public Health • Clients, families and their supports • General Public • External agencies/organizations • Other RHA health care professionals/departments • Healthy Child Manitoba Office
Direct Reports:	<ul style="list-style-type: none"> • None

It is understood that the duties and responsibilities contained in this job description are representative of those necessary to carry out the functions of the position, however they do not limit the incumbent from performing other related duties.

Approved By:



February 12, 2019

VP, Director or Manager

Date

Reviewed by Human Resources:

Wanda Radin

VP Human Resources & Chief HR Officer

February 12, 2019

Date

JOB DUTY ACTIVITIES FOR

INSIGHT MENTOR COORDINATOR JD-14-200

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Regional Health Authority as a whole	1.1 Promotes the mission, vision, values, and goals of the NHR 1.2 Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Act (FIPPA), NHR policies, and any other applicable legislation 1.3 Adheres to all NHR policies 1.4 Maintains acceptable state of health in accordance with the Attendance Support & Assistance Program (ASAP)
2. Promotes safety and health in the workplace	2.1 Takes care to protect own health and safety 2.2 Takes all precautions necessary to protect the safety and health of other workers 2.3 Understands and follows legislation and workplace safety and health requirements 2.4 Cooperates with the Workplace Safety and Health Committee and Employer on safety and health issues 2.5 Reports incidents and unsafe acts and hazards 2.6 Participates in defusing/debriefing activities following unusual/ critical occurrences 2.7 Complies with the Respectful Workplace policy
3. Contributes to a culture of client and staff safety	3.1 Commits to client safety as a key professional value and an essential component of daily practice 3.2 Uses appropriate protective clothing/equipment 3.3 Integrates client safety practices into daily activities 3.4 Understands client safety practices that reduce the risk of adverse events, such as infection control, injury prevention, safe administration of medication and risk awareness 3.5 Recognizes, responds and reports adverse events and near misses 3.6 Ensures protection of client information in accordance with regional policy and Personal Health Information Act and any other provincial or federal legislation 3.7 Demonstrates concern for safety of clients and takes appropriate action 3.8 Provides an environment that is supportive for the client
4. Ensures the coordination of the Insight Mentor Program	4.1 Ensures program delivery consistent with current, up-to-date national guidelines 4.2 Completes program statistics and evaluation as requested 4.3 Educates clients/ patients and families on program including explaining rationale 4.4 Maintains a non-judgmental, friendly attitude when interacting with clients 4.5 Participates in a variety of Health Promotion Initiatives 4.6 Maintains involvement with various regional and provincial committees 4.7 Establishes appropriate referral networks for screening, early

	<p>diagnosis, treatment care and support of mothers at risk of abusing alcohol/ drugs</p> <p>4.8 Participates in the development of regional program policies and procedures</p> <p>4.9 Implements and supports internal and external opportunities for capacity building</p> <p>4.10 Identifies gaps or needs in service and develops solutions to address these gaps</p> <p>4.11 Coordinates and chairs team meetings</p> <p>4.12 Advertises the program through various methods in consultation with the team and the Communications Coordinator</p> <p>4.13 Coordinates travel</p> <p>4.14 Travels on an as needed basis, both regionally and provincially</p> <p>4.15 Prepares and submits expense claims as per policy</p> <p>4.16 Establishes and maintains an adequate inventory of supplies within budgetary guidelines</p> <p>4.17 Meets reporting requirements according to the established guidelines of Healthy Child Manitoba and the NHR</p> <p>4.18 Ensures practice is aimed at improving the health of all people and minimizes health differences among populations by addressing determinants of health and equitable health outcomes</p> <p>4.19 Ensures practice is client-centered and incorporates the strategies of motivating, enabling, advocating and collaborating when working with clients</p> <p>4.20 Facilitates effective program delivery built on client-centered approach, the stages of change model, adult education principles, and guidelines established by Healthy Child Manitoba</p> <p>4.21 Follows any provincial protocols/ guidelines as required</p> <p>4.22 Monitors and evaluates outcomes of client with mentors</p> <p>4.23 Maintains database that includes regional and provincial data on FASD</p> <p>4.24 Participates in strategic planning as requested</p> <p>4.25 Promotes and implements with appropriate partners an evidence based approach to FASD</p> <p>4.26 Participates in the development of plans for new programs and revision of existing programs/services as required</p> <p>4.27 Provides leadership within an environment conducive to healthy working relationships</p> <p>4.28 Provides leadership within an environment conducive to healthy working relationships</p> <p>4.29 Supervises and guides mentors</p> <p>4.30 Assists in the interviewing process as required</p> <p>4.31 Serves as a resource to other staff as needed</p>
<p>5. Advocates on behalf of clients/patients and involves them in planning and evaluating care</p>	<p>5.1 Assists individuals, families and community to take responsibility for maintaining and improving their health by increasing their knowledge of, their control over, and their influence on health determinants</p> <p>5.2 Ensures that any barriers to accessing the Insight Mentor Program are reduced or eliminated ensuring maximum impact</p> <p>5.3 Ensures all education, information and/ or resources shared with clients are current</p>

	<p>5.4 Identifies individuals, groups and communities that would benefit from the Insight Mentor program</p> <p>5.5 Plans, implements and evaluates workshops, seminars, interest groups sessions, support groups, etc. as needed in collaboration with other team members</p> <p>5.6 Acts as an advocate for individuals, families and community</p> <p>5.7 Educates local health and social service providers on the Insight Mentor program</p> <p>5.8 Recognizes the client's right to personal beliefs, attitudes, feelings and values about health and self-determination</p> <p>5.9 Coordinates and/or provides staff in-services on topics related to FASD to healthcare professionals through continuing education sessions</p> <p>5.10 Provides staff orientation</p> <p>5.11 Develops ingoing resources</p> <p>5.12 Ensures appropriate and effective communication processes are established between clients and the health care and other social services systems</p> <p>5.13 Takes preventative, as well as, corrective action to protect clients from unsafe, incompetent, unjust or unethical circumstances</p>
6. Ensures effective communication within the department and the organization	<p>6.1 Communicates and consults with the Manager/Director</p> <p>6.2 Ensures communication and responses to inquiries are addressed in a timely and effective manner</p> <p>6.3 Communicates and works effectively with clients, interprofessional team, and other stakeholders, using client-centered principles that address physical, cultural or other barriers to communication and manages professional relationships</p> <p>6.4 Workers pro-actively in developing and maintaining partnerships/ relationships with internal and external agencies/ organizations in order to improve the health status of residents within the Region</p> <p>6.5 Completes any required reports</p> <p>6.6 Participates in interdisciplinary team conferences to discuss the plan of care for the clients of the Insight Mentor Program</p> <p>6.7 Participates in case conferences regarding planning, implement and evaluating individual, family and community services and programs as needed</p> <p>6.8 Makes appropriate service referrals to other agencies/ resources for clients in order to achieve their maximum health</p> <p>6.9 Completion of Release of Information forms when appropriate</p>
7. Ensures Continuous Quality Improvement	<p>7.1 Participates in Accreditation process and committee activities</p> <p>7.2 Performs in a manner that minimizes risk and exposure to personal and/or corporate liability</p> <p>7.3 Embraces LEAN methodology</p>
8. Demonstrates professionalism within the Code of Conduct	<p>8.1 Demonstrates the ability to accept and adjust to change</p> <p>8.2 Assumes responsibility for own actions</p> <p>8.3 Ability to determine and deal with changing, emerging, and emergency situations with clients in a flexible and adaptable way</p>

	8.4 Appears professionally as described in the NHR and department dress code policies 8.5 Exhibits initiative in the work environment 8.6 Reports for work as scheduled in a prompt manner
9. Demonstrates Leadership Qualities	9.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework 9.2 Leadership Competency Self-Assessment – Leading in Place
10. Ability to recognize and pursue self-development opportunities	10.1 Reviews and keeps up to date with policies and procedures of the NHR 10.2 Completes Absorb mandatory courses as required 10.3 Attends required staff training sessions, in-service programs, or seminars as required 10.4 Maintains and updates skills and certification(s) as required 10.5 Maintains knowledge of new developments in departmental areas through journal review, interest groups , lectures, and committee work 10.6 Attends scheduled staff meetings and any other required meetings
11. Assists with training new staff as required	11.1 Participates in orientation of new staff as necessary 11.2 Provides guidance to learners as required