	<i>Job Description</i>						
	<b>Site:</b>		The Pas / Flin Flon / Thompson				
	<b>Department:</b>		Public Health				
	<b>Reports to:</b>		Manager, Health Promotion, Community Health Development				
	<b>Code #:</b>		JD-14-390	<b>Employee Group:</b>	MAHCP	<b>WS#:</b> <b>(FAC)</b>	NA
	<b>Issue Date:</b>		May 2014		<b>Last Edit Date:</b>	<b>November 17, 2017</b>	
	<b>Job Title:</b>		<b>FASD Diagnostic Coordinator</b>				

<b>Summary:</b>	<p>The FASD Diagnostic Coordinator is an integral multi-disciplinary team member who is responsible for a range of services relating to the referral, assessment, diagnostic process, coordination of diagnostic clinics, and follow-up process for children/ families living with FASD. Responsible for data collection, building of networks, and increasing community capacity. As a member of the Manitoba FASD Network, follows FASD Canadian Diagnostic Guidelines and uses a multi-disciplinary team approach for assessment. An empowering, strength based focus and holistic approach will be used when working with clients.</p> <p>The 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>
<b>Competencies / Requirements:</b>	
<b>Degrees, Certificates and Licenses:</b>	<ul style="list-style-type: none"> <li>• Baccalaureate Degree in a relevant allied health care discipline required; Social Work is preferred</li> <li>• Eligible to practice and maintain membership/licensure with the applicable registry body</li> <li>• BCLS, NVCI, and ASIST training an asset</li> <li>• Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to travel throughout the region year round</li> </ul>
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Windows based programs (Microsoft Word, Excel, Outlook) and Internet</li> <li>• Minimum two (2) years' direct community related work experience preferably in the area of substance abuse and/or FASD</li> <li>• Minimum of two (2) years' experience in program planning, development/ coordination and community based program delivery</li> <li>• Demonstrates leadership and the ability to champion/support a cause or a program</li> <li>• Current, comprehensive knowledge and/or skills in FASD</li> <li>• Broad knowledge of systems including Child &amp; Family Services, education, justice, and health</li> </ul>

	<ul style="list-style-type: none"> <li>• Current and comprehensive knowledge in the areas of population health promotion, behavior change/self-management building supportive environments and Social Determinants of Health; understanding the impacts these have sustainable behavior change and overall health outcomes</li> <li>• Knowledge of delivering services and programs from a client-centered focus</li> <li>• Knowledge of Primary Health Care best practices</li> <li>• Knowledge of community resources</li> <li>• Knowledge of the principals of statistics collection and research projects and the role they play in identifying best practice</li> <li>• Knowledge of cultural differences in human interaction and recognizes the impact of culture on the therapeutic process, and modifies professional practice accordingly</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Effective written and verbal communication skills</li> <li>• Ability to speak Cree an asset</li> <li>• Experience in completing written reports</li> <li>• 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; apply Adult Learning principals</li> <li>• Demonstrated ability to foster an interdisciplinary, collaborative environment that supports quality, client care/quality improvement and an empowered practice model</li> <li>• Ability to effectively plan, develop, implement, and evaluate programming for clients in high risk situations</li> <li>• Demonstrates interpersonal skills through clear communication and positive behavior</li> <li>• Good organizational skills and the ability to work independently</li> <li>• Ability to respect and promote a culturally diverse population</li> <li>• Ability to work effectively in a multi-disciplinary team</li> <li>• Ability to be flexible in service delivery and effectively manage time</li> <li>• Demonstrated commitment to working towards positive change</li> <li>• Effective utilization of Harm Reduction Principles</li> <li>• Effective utilization of Strength Based Approach that is solution focused</li> <li>• Ability to work with families and relevant systems (Child &amp; Family Services justice, education, mental health)</li> <li>• Ability to work with high risk populations</li> </ul>
<b>Duties:</b>	<ol style="list-style-type: none"> <li>1. Advocates on behalf of the Northern Health Region as a whole</li> <li>2. Promotes safety and health in the workplace</li> <li>3. Contributes to a culture of client and staff safety</li> <li>4. Ensures the overall day to day delivery of the FASD Diagnostic Program</li> <li>5. Advocates on behalf of clients and involves them in planning and evaluating care</li> <li>6. Ensures effective communication within the department and organization</li> <li>7. Ensures Continuous Quality Improvement</li> <li>8. Demonstrates professionalism within the Code of Conduct</li> <li>9. Demonstrates Leadership Qualities</li> <li>10. Ability to recognize and pursue self-development opportunities</li> <li>11. Assists with training new staff as required</li> </ol>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>• Normal work week is 36.25 hours (7.25 hours/day), however flexibility is required to accommodate program demands</li> <li>• Some evening and weekend work may be required</li> </ul>

	<ul style="list-style-type: none"> <li>• Works primarily in an office setting, however must complete tasks within the community</li> <li>• Travel, including gravel and winter roads, and where applicable by small plane, within the Region year round</li> <li>• Must have the ability to concentrate intensely, especially listening and endure frequent interruptions</li> <li>• May encounter exposure to smoke and pets</li> <li>• Working with women/families in difficult life circumstances</li> <li>• There may be unexpected deadlines to meet at times</li> </ul>
<b>Decision Making:</b>	<ul style="list-style-type: none"> <li>• Capable and willing to exercise judgment in the day to day performance of duties in adherence to departmental policies, procedures, philosophy, goals and objectives</li> <li>• Capable and willing to provide day-to-day leadership and coordination of the FASD Diagnostic Program</li> <li>• Team approach to problem solving and process improvements</li> <li>• Participate in the orientation and mentorship of new employees and students</li> </ul>
<b>Key Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Manitoba FASD Centre</li> <li>• Manager, Health Promotion, Community Health Development</li> <li>• Director, Public Health</li> <li>• Clients, families and their supports</li> <li>• General Public</li> <li>• Interdisciplinary team, i.e., nurses, physicians, OT/PT, SLP, Psychologist</li> <li>• External agencies/organizations</li> <li>• Other NHR health care professionals/departments</li> </ul>
<b>Direct Reports:</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b><i>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.</i></b></p>	

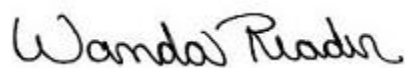
Approved By:

\_\_\_\_\_  
VP, Director or Manager

November 28, 2017

\_\_\_\_\_  
Date

Reviewed by Human Resources:



\_\_\_\_\_  
VP Human Resources & Chief HR Officer

November 28, 2017

\_\_\_\_\_  
Date



# JOB DUTY ACTIVITIES FOR

## FASD DIAGNOSTIC COORDINATOR JD-14-390

Job Duties from Job Description	Performance Measures
1. Advocates on behalf of the Northern Health Region 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 Respects and promotes psychological safety in the workplace for all staff and clients 2.7 Ensures professional practice is consistent with legislative, regulatory, ethical and professional standards 2.8 Participates in defusing/debriefing activities following unusual/critical occurrences 2.9 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 Provides an environment that is supportive for the client 3.7 Promotes and sustains an environment that welcomes and accepts individuals, families and communities through the integration of the principles of Harm Reduction into the care continuum
4. Ensures the overall day to day delivery of the FASD Diagnostic Program	4.1 Ensures program delivery consistent with current, up-to-date provincial guidelines and best practices 4.2 Establishes an intake process and procedures 4.3 Screens referrals following standardized criteria 4.4 Conducts intake interviews with parents/caregivers 4.5 Assists referral sources and families in preparation for

	assessment
4.6	Consults with relevant professionals in collecting data for assessment
4.7	Helps prepare youth for assessment
4.8	Organizes and schedules assessments with appropriate health care professionals
4.9	Facilitates completion of standardized questionnaires with other professionals, i.e., SLP, OT, Psychology
4.10	Participates in appointments as required
4.11	Debriefs with family as needed
4.12	Coordinates post diagnostic education for youth, families, care providers and other members of the child's circle of support as required
4.13	Facilitates implementation of recommendations
4.14	Provides short term case management and facilitate long term follow-up as required
4.15	Completes program statistics and evaluation as requested
4.16	Participates in a variety of Health Promotion Initiatives
4.17	Maintains involvement with various regional and provincial committees
4.18	Implements and supports internal and external opportunities for capacity building
4.19	To identify gaps or needs in service and to develop solutions to address these gaps
4.20	Coordinates closely with other community agencies and advocate on behalf of clients
4.21	Educates clients, families and communities regarding the program
4.22	Will maintain a non-judgmental friendly attitude when interacting with clients
4.23	Participates in the development of regional program policies and procedures
4.24	To advertise the program through various methods in consultation with the team and the Communication Officer
4.25	Coordinates travel
4.26	Travels on an as needed basis, both regionally and provincially
4.27	Prepares and submits expense claims as per policy
4.28	Establishes and maintains an adequate inventory of supplies within budgetary guidelines
4.29	Ensures practice aims at improving the health of all people and minimizes health differences among populations by addressing determinants of health and equitable health outcomes
4.30	Ensures practice is client-centered and incorporates the strategies of motivating, enabling, advocating and collaborating when working with clients
4.31	Follows any provincial protocols/ guidelines as required
4.32	Maintenance of a standardized database developed by the Manitoba FASD Center on all children and youth referred, assessed and diagnosed
4.33	Participates in strategic planning as requested
4.34	Promotion and implementation with appropriate partners of an evidence based approach to FASD
4.35	Participates in the development of plans for new programs and revision of existing programs/ services as required

	4.36 Serves as a resource to other staff as needed
5. Advocates on behalf of clients/ patients and involves them in planning and evaluating care	<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 FASD Diagnostic 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 FASD Diagnostic 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 Recognizes the client's right to personal beliefs, attitudes, feelings and values about health and self-determination</p> <p>5.8 Coordination and/ or provision of staff in-servicing on topics related to FASD to healthcare professionals through continuing education sessions</p> <p>5.9 Educates local health and social services providers in the referral and assessment process for FASD</p> <p>5.10 Collaborates with community and inter-sectoral groups to create a positive social environment to support children and families affected by FASD</p> <p>5.11 Promotes strong community partnerships that enhance the delivery of services to children, youth and families impacted by FASD</p> <p>5.12 Ongoing resource development</p> <p>5.13 To provide staff orientation</p> <p>5.14 Ensures appropriate and effective communication processes are established between clients and the health care and other social services systems</p> <p>5.15 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 effectively with other members of the team</p> <p>6.2 Coordinates training for the FASD diagnostic team as required in collaboration with the Manitoba FASD Center</p> <p>6.3 Develops and maintains relationships with internal as well as external departments, agencies or groups</p> <p>6.4 Communicates effectively with the manager related to practice issues and safety</p> <p>6.5 Works 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>6.6 Communicates effectively with external agencies to ensure continuity of care</p> <p>6.7 Communicates effectively with the FASD Centre of Manitoba as needed/required</p> <p>6.8 Completes any required reports</p> <p>6.9 Documents all services rendered accurately either</p>

	<p>electronically or manually as appropriate</p> <p>6.10 Participates in multidisciplinary team conferences to discuss the plan of care for the patient/clients of the FASD Diagnostic Program through the diagnostic process including follow up</p> <p>6.11 Participates in case conferences regarding planning, implementing and evaluating individual, family and community services and programs as needed</p> <p>6.12 Makes appropriate service referrals to other agencies/ resources for clients in order to achieve their maximum health</p> <p>6.13 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> <p>8.4 Appears professionally as described in the NHR and department dress code policies</p> <p>8.5 Exhibits initiative in the work environment</p> <p>8.6 Promotes the development and maintenance of interpersonal relationships through professional behavior, acceptance and utilization of constructive feedback</p> <p>8.7 Practices in accordance with all relevant legislation</p> <p>8.8 Maintains and applies evidence-based knowledge and population health theory to practice</p> <p>8.9 Reports for work as scheduled in a prompt manner</p>
9. Demonstrates Leadership Qualities	<p>9.1 Demonstrates leadership competencies as outlined in the NHR Leadership Competency Framework</p> <p>9.2 Leadership Competency Self-Assessment – Leading in Place</p>
10. Ability to recognize and pursue self-development opportunities	<p>10.1 Maintains and updates professional skills, certificates, leadership skills and knowledge through various means such as literature reviews, publications, conferences, and Internet</p> <p>10.2 Serves on regional or provincial committees as required</p> <p>10.3 Attends and participates in meetings on a regular basis</p> <p>10.4 Keeps up to date with policies and procedures of the NHR</p> <p>10.5 Completes Absorb mandatory courses as required</p> <p>10.6 Attends required staff training sessions, in-service programs, or seminars as required</p>