

REHABILITATION CENTRE FOR CHILDREN, INC.

POSITION DESCRIPTION

POSITION TITLE: .4 FASD Network Coordinator - Winnipeg

DEPARTMENT: Neurodevelopmental Services

RESPONSIBLE TO: Director, Neurodevelopmental Services

MAIN FUNCTIONS

This incumbent for this position will be an integral member of the Neurodevelopmental Services Team and Manitoba FASD Network, primarily responsible for the intake and triage of referrals to the MB FASD Centre for Winnipeg. The coordinator functions in a manner consistent with, and supports the Mission, Vision and Values of The SSCY Centre, RCC and The MB FASD Centre. Under the direction of the Director, the incumbent:

1. Works collaboratively with the team's administrative staff and social workers while coordinating the referral and intake processes related to FASD for the Winnipeg Region.
2. Responds to calls from the community and families re: status of referral and/or estimated time for appointment.
3. Oversees the acquisition of documents (standardized questionnaires from families, schools, and childcare centers) and ensures consent forms are completed.
4. Interview's families/caregivers to clarify expectations, obtain relevant family, social and educational history and prenatal alcohol history as required and description of current concerns.
5. Gathers additional info, if/as required from source of referral and other collaterals to assess the appropriateness of each referral and acquire missing information in preparation for the assessment process.
6. Facilitates/chairs intake assessment meetings, provides oral and written summaries of children's needs and circumstances and documents outcomes in the EMR.
7. Identifies children and youth from the waitlist for scheduling, in collaboration with the Clinic Assistant.
8. Assist referral sources and/or families prepare for assessments.

9. Refers the file to Social Work, OT, SLP and Psychology as required.
10. Maintains and oversees the Winnipeg waitlist for the MB FASD Centre.
11. Participates, as part of the multidisciplinary team, in the case conference meetings, sharing relevant information.
12. Participates in team meetings including but not limited to: NDS, MB FASD Centre and Regional FASD Coordinator meetings
13. Maintains adequate patient records in accordance with established standards.

DUTIES/ RESPONSIBILITIES

- Participates in strategic planning, program development, evaluation, research, and education initiatives relevant to the development of the provincial FASD Network.
- Ensures personal and client safety during all care appointments and maintains awareness of and adheres to safety procedures.
- Acts appropriately in all emergency situations.
- Identifies faulty equipment, removes it from active use and notifies appropriate personnel.
- Adheres to all safety and health regulations and safe work practices.
- Maintains awareness and complies with all Workplace Hazardous Materials Information System (WHMIS) regulations.
- Completes all mandatory safety education sessions and re-certifications.
- Consistently provides and promotes the provision of family-centered, and culturally safe care.
- Consistently communicates in a respectful, responsive, and person-centered manner.
- Engages in relationships with care, dignity, and respect regardless of race, ethnicity, culture, ability, or language proficiency.

PERFORMANCE STANDARDS

1. Willingness to adapt to new concepts, techniques, and best practice in health care knowledge.
2. Thorough understanding of brain domains and the FASD Canadian Diagnostic Standards
3. Thorough understanding of how FASD having impacts a child with FASD and their family/support team.
4. Knowledge of the physiological, social, cultural, and economic aspects of client care.

5. Excellent written, verbal communication and interpersonal skills.
6. Ability to gather pertinent information from a variety of sources including interviewing clients care providers to acquire sensitive information in a nonjudgmental and compassionate manner.
7. Demonstrated ability to prioritize, organize and exercise initiative in a complex and fast paced work environment.
8. Ability to respond to a variety of simultaneous demands, adapt quickly to changing situations, maintain concentration with frequent interruptions and function in a demanding and stressful environment.
9. Excellent creative, problem-solving, critical thinking, and decision-making skills.
10. Ability to work as an integral member of a multi-disciplinary team as well as independently with minimal direction.
11. Demonstrated commitment to continued professional development.
12. Understanding and sensitivity to the concepts of Cultural Safety and Cultural Humility including understanding the varying needs of individuals from different First Nation's Communities.
13. Ability to consistently conduct themselves in a professional, ethical manner in accordance with RCC policy/guidelines.
14. Ability to function within a computerized environment including familiarity with Accuro, Tele-health, and Microsoft Office Programs including Microsoft Teams.
15. Ability to work some evenings and weekends.
16. Valid driver's license and access to a reliable vehicle
17. Completes and maintains a satisfactory pre-employment security check including Criminal Record Check with Vulnerable Sector Search, Child Abuse Registry, and Adult Abuse Registry.

EDUCATION

- Participates in the delivery of workshops and training offered by the MB FASD Centre

- Provides overview of the FASD referral and assessment process and reviews information package with students/learners.
- Participates in ongoing professional development, attending all relevant training and continuing education provided by RCC.
- Maintains continuing education standards as specified and monitored by the appropriate regulatory body.
- Maintains and updates professional skills and knowledge base through self-examination and the integration of new knowledge acquired through continuing education and professional development opportunities.
- Demonstrates personal growth and development in the areas of clinical reasoning and the use of evidence-based practice.

EXPERIENCE

- A minimum of five years' related experience with two years working in the field of FASD in a multi-disciplinary team.
- Broad knowledge of systems including child welfare, education, and health.
- Experience providing leadership in a team setting.

LICENSES, REGISTRATION

- Bachelor's Degree in a relevant field, preferably in an Allied Health Discipline.
- Registration with the applicable licensing body.
- Valid driver's license and access to a reliable vehicle.

OTHER

- Complies with workload measurement requirements.
- Prepares necessary reports and correspondence in an appropriate format and within the designated timeframes.
- Maintains current knowledge of Centre and department policies, procedures and standards and functions within those guidelines.
- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

Approved by:



Date: _____