

 <p>NORTHERN HEALTH REGION</p>	Job Description					
	Site:	The Pas / Flin Flon / Thompson				
	Department:	Behavioral Health Services				
	Reports to:	Manager Behavioural Health, Community Development and Support Services				
	Code #:	JD-16-140	Employee Group:	MAHCP	WS#: (FAC)	NA
	Issue Date:	December 2014		Last Edit Date:		
	Job Title:	Community Health Developer				

Summary:	<p>The Community Health Developer is an integral member of a multi-disciplinary team. Using a Population Health and Community Health Development model, will assess, plan, implement and evaluate programs and services specific to the health needs of the region. Creating multidisciplinary collaborative relationships with health care professionals, and other community agencies, organizations and groups, this position will strive to ensure a high standard of practice and delivery of quality client care.</p> <p>Guided by Northern Health Region (NHR) Primary Health Care principles will strive to promote positive wellbeing and improve the health status of the residents of the NHR. This will be achieved through his/ her expertise in health related community health development, health promotion and education, community mobilization, engagement and capacity building, social determinants of health, harm reduction, behavior change, health protection, illness and injury prevention, self-management principles and prevention of chronic illness. The Community Health Developer will ensure practice is client-centered, strength based/ holistic in nature, incorporating strategies that are motivating, enabling, advocating and collaborating in approach when working with clients.</p> <p>This position requires frequent provision of services and travel to outlying communities.</p> <p>This position functions within the provisions of the Vision, Mission, Values, and policies and procedures of the NHR.</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>
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Competencies / Requirements:	
Degrees, Certificates and Licenses:	<ul style="list-style-type: none"> • Undergraduate Baccalaureate Degree in a health related discipline (Social Work, Recreation Studies, Human Ecology and Nursing) or other discipline with a major in Community Health Development • Eligible to practice and maintain applicable membership/ licensure in Manitoba

	<ul style="list-style-type: none"> • Current BLS Heart and Stroke Healthcare Provider (c) certification or obtain within three months of commencing employment; maintenance of certification is required • An asset to have: NVCI, ASSIST • Must have a valid Manitoba Class V driver's license, access to a vehicle, and willingness to use it to travel in Region throughout the year
Knowledge:	<ul style="list-style-type: none"> • Current and comprehensive knowledge and experience in the areas of Population Health Promotion, Community Health Development and behavior change/ self-management priorities, principles and best practices • Current and comprehensive knowledge and experience in the areas of Social Determinants of Health, understanding the impacts these have on sustainable behavior change and overall health outcomes • Knowledge of delivering services and programs from a client-centered focus • Knowledge of Primary Health Care best practices • Knowledge of computers, specifically window based programs • Knowledge of the organizations policies, philosophy, goals and objectives • Two (2) years of directly related work experience in Community Health Development or health promotion/ education • Two (2) years of directly related work experience in Community Health and/ or Primary Health Care Community settings • Knowledge of community resources • 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 • Knowledge of the Personal Health Information Act (PHIA), the Freedom of Information Protection and Privacy Act (FIPPA), and the Personal Information Protection and Electronic Document Act (PIPEDA) • Experience in community development projects
Skills:	<ul style="list-style-type: none"> • Experience in completing written reports • Knowledge/ demonstrated skills in specific areas such as (but not limited to) community assessments, health promotion and wellness, harm reduction, behavior change and community capacity building and health development • Ability to be flexible in service delivery and to effectively manage time in accomplishing this • Ability to assess, plan, implement and evaluate health promotion/ education, and community health development strategies in collaboration with communities • Ability to appreciate the necessity for change in practice and the capability of working with others in implementing those changes • Demonstrated ability to assess, coordinate, plan, implement and evaluate health promotion/education programs and services and community health development strategies/ initiatives in consultation/ collaboration with internal health care providers, agencies/ services, provincial programs, communities and individuals • Ability to coordinate/ deliver health promotion/ education and community health development initiatives (community, group and individual) within a variety of community settings, using a variety of culturally appropriate approaches and methods to ensure diverse community participation and barriers to accessing programming are reduced or eliminated • Ability to effectively plan, develop, implement and evaluate programming for clients in high risk situations

	<ul style="list-style-type: none"> • 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 • Demonstrated ability to foster an interdisciplinary, collaborative environment that supports quality, client care/ quality improvement and an empowered practice model • Demonstrated professional leadership in the delivery of quality programming and services for communities, groups and individuals • Ability to communicate effectively verbally and in writing • Ability to communicate in more than one language (especially Cree) preferred • Demonstrates interpersonal skills through clear communication and positive behavior with the Respectful Workplace Policy • Ability to work independently, using own initiative, judgment and self-management skills • Ability to prioritize tasks; excellent organizational skills • Demonstrated ability to facilitate/ participate in collaborative decision-making with individuals, communities, colleagues and other professionals • Ability to respect and promote confidentiality • Ability to respect and promote a cultural diverse population • Ability to work in a team environment, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve goals • Ability to be flexible in service delivery and effectively manage time in accomplishing this
<p>Duties:</p>	<ol style="list-style-type: none"> 1. Advocates on behalf of the Northern Regional Health Authority as a whole 2. Promotes safety and health in the workplace 3. Ensures effective communication within the department and the organization 4. Contributes to a culture of Client Safety 5. Ensures the overall day to day delivery of health promotion/ education program and services and Community Health Development strategies/ initiatives required for the provision of optimum care. Aims to improve the health status of the Region. 6. Advocates on behalf of clients and community residents and involves them in planning and evaluating care 7. Demonstrates professionalism within their practice 8. Ensures ongoing Professional Development
<p>Working Conditions:</p>	<ul style="list-style-type: none"> • The Community Health Developer works primarily within the community and on occasion within an office setting • The normal work week is 36.25 hours (7.25 hours/ day), however flexibility is required to accommodate program demands. Some evening and weekend work will be required. • Frequent travel to outlying communities via air, driving and winter roads which will require an ability to sit while driving for extended periods over uneven northern roads • The Community Health Developer must maintain good physical and mental health • Must have the ability to concentrate intensely, especially listening and endure frequent interruptions • No abnormal light or heavy carrying, climbing or other physical demands
<p>Decision Making:</p>	<ul style="list-style-type: none"> • Capable and willing to exercise judgment in the day to day performance of

	<p>duties in adherence to departmental policies, procedures, philosophy, goals and objectives</p> <ul style="list-style-type: none"> • Team approach in problem solving and process improvements • Participate in the orientation and mentorship of new employees and students
Key Working Relationships:	<ul style="list-style-type: none"> • Manager, Behavioural Health, Community Development and Support Services • Director, Behavioural Health • Community champions and community leaders • Clients, families and their supports • General Public • Other RHA Health Care professionals and departments • External Agencies, organizations and partners
Direct Reports:	<ul style="list-style-type: none"> • None
<p><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></p>	

Approved By:



 VP, Director or Manager

December 5, 2014

 Date

Reviewed by Human Resources:



 VP Human Resources & Chief HR Officer

December 5, 2014

 Date



JOB DUTY ACTIVITIES FOR

COMMUNITY HEALTH DEVELOPER JD-16-140

Job Duties from Job Description	Performance Measures
<p>1. Advocates on behalf of the Northern Health Region as a whole</p>	<p>1.1 Promotes the mission, values and goals of the NHR in their day to day work</p> <p>1.2 Maintains confidentiality in accordance with the Personal Health Information Act (PHIA), Freedom of Information and Privacy Act (FIPPA), RHA policies, and any other legislation</p> <p>1.3 Participates and supports research program studies and quality improvement incentives with the NHR</p> <p>1.4 Recognizes the inappropriate use of confidential information and reports it to the appropriate supervisor in a timely manner</p> <p>1.5 Participates in the goal of improving service according to budgetary guidelines</p> <p>1.6 Utilizes resources appropriately</p>
<p>2. Promotes safety and health in the workplace</p>	<p>2.1 Understands and follows legislation and Workplace Safety and Health requirements</p> <p>2.2 Cooperates with Workplace Safety and Health Committee and assists in determining the cause of accidents and is supportive of corrective action</p> <p>2.3 Follows safe work practices and policies</p> <p>2.4 Uses appropriate safety devices</p> <p>2.5 Recognizes unsafe conditions and performs work in a safe manner to prevent injury to self and others according to the organizations policies and procedures</p> <p>2.6 Cooperates with the Workplace Safety and Health Committee and others on safety and health issues</p> <p>2.7 Respects and promotes psychological safety in the workplace for all staff and patients</p> <p>2.8 Participates in identification of the knowledge base and competency level required for safe practice in the specific area</p> <p>2.9 Ensures professional practice is consistent with legislative, regulatory, ethical and professional standards</p> <p>2.10 Knowledgeable in facility fire, safety, and disaster plans, as well as, policies and procedures related to security and client safety</p> <p>2.11 Participates in defusing/ debriefing activities following unusual/ critical occurrences</p>
<p>3. Ensures effective communication within the department and the organization</p>	<p>3.1 Communicates effectively with Community Health Services team</p> <p>3.2 Communicates with other NHR department staff, individually and as a group to promote efficient functioning and high morale</p> <p>3.3 Attends and participates in regular team planning meetings, and reviews minutes</p> <p>3.4 Communicates effectively with the Manager, related to practice issues and safety</p>

	<p>3.5 Works pro-actively in developing and maintaining collaborative and cooperative partnerships/ relationships with internal and external agencies/ organizations and groups in order to improve the health status of residents within the Region</p> <p>3.6 Completes any required reports</p> <p>3.7 Makes appropriate service referrals to other agencies/ resources for clients in order to achieve their maximum health</p> <p>3.8 Documents all services rendered accurately either electronically or manually as appropriate</p> <p>3.9 Completion of Release of Information forms when appropriate</p>
<p>4. Contributes to a culture of Client Safety</p>	<p>4.1 Commits to client safety as a key professional value and an essential component of daily practice</p> <p>4.2 Integrates client safety practices into daily activities</p> <p>4.3 Understands client safety practices that reduce the risk of adverse events, such as infection control, injury prevention, safe administration of medication and risk awareness</p> <p>4.4 Recognizes, responds and reports adverse events and near misses</p> <p>4.5 Ensures protection of client information in accordance with regional policy and Personal Health Information Act and any other provincial or federal legislation</p> <p>4.6 Demonstrates concern for safety of clients and takes appropriate action</p> <p>4.7 Reports activities/ occurrences that result or could potentially result in injury to clients, or visitors</p> <p>4.8 Questions health care practices that may not be in the best interest of the client and/ or public and, where appropriate, uses established mechanisms to report and follow-up</p> <p>4.9 Takes preventative, as well as, corrective action to protect clients from unsafe, incompetent, unjust or unethical circumstances</p> <p>4.10 Provides an environment that is supportive for the client</p> <p>4.11 Ensures that self and supervised personnel are trained and competent to perform the necessary skills for job assignment</p> <p>4.12 Attends appropriate in-service training to perform the job</p> <p>4.13 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</p>
<p>5. Ensures the overall day to day delivery of Health Promotion, self-management program and services and Community Health Development strategies/ initiatives required for the provision of optimum care. Aims to improve the health status of the Region</p>	<p>5.1 Uses knowledge gained from community health development, health promotion, behavior change and population health theory, principles and practices to focus on the health of the entire population</p> <p>5.2 Ensures program delivery consistent with current, up-to-date national and provincial guidelines and best practice</p> <p>5.3 Facilitates client entry into the health care system to assist in ensuring client access to coordinated, comprehensive and holistic services</p> <p>5.4 Completes program statistics and evaluations as requested</p> <p>5.5 Assesses, coordinates, plans, implements and evaluates</p>

	<p>health promotion/ education program and services and community health development strategies/ initiatives in consultation/ collaboration with internal health care providers, agencies/ services, provincial programs, communities and individuals</p> <p>5.6 Develops and provides culturally appropriate resources and best practices to individuals, groups and communities can be used by the community to promote health, advising as to the availability of these resources</p> <p>5.7 Delivers health promotion/ education and community health development initiatives (community, group and individual) within a variety of community settings; using a variety of culturally appropriate approaches and methods to ensure diverse community participation and barriers to accessing programming are reduced or eliminated</p> <p>5.8 Actively works to identify individuals, groups and communities that would benefit from health related programs/ resources/ information and then works with these groups to identify how best to meet existing needs</p> <p>5.9 Promotes inter-agency and inter-sectoral collaboration, coordination and participation in all facets (assessment, planning, coordination, delivery and evaluation) of NHR while also supporting healthy community initiatives developed and delivered by other sectors</p> <p>5.10 Responsible for the assessment, planning, coordination, delivery and evaluation of the specific health promotion/ education and community health development initiatives (individual, group and community) within assigned areas of expertise</p> <p>5.11 Actively works within the Community Health Assessment process to engage public participation in identifying program and service gaps/ needs and identified health issues</p> <p>5.12 Encourages the formulation of policies relevant to population health by participating on community task forces/ committees</p> <p>5.13 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; addressing health disparities and inequities where possible</p> <p>5.14 Ensures practice is client-centered strength based/ holistic in nature, incorporating strategies that are motivating, enabling, advocating and collaborating in approach when working with clients</p> <p>5.15 Engages and motivates the client in primary and secondary preventative activities, harm reduction (individual or group) and self-care for the purpose of preventing the onset of disease and/ or disability, minimizing complications, maintaining optimal physical and emotional functioning and encouraging maximum independence and accountability for self-determination/ management according to the client's capacity</p> <p>5.16 Works with the communities, groups and individuals employing health promotion/ education, self-management principle, capacity building and harm reduction strategies</p>
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	<p>and interventions to support behavior changes that are conducive to promoting and protecting health</p> <p>5.17 When working with individuals, develops a care plan jointly with client to assist client in forming and attaining realistic health outcomes</p> <p>5.18 Promotes diverse community participation in the development, implementing and evaluating of health promotion/ education, and community development initiatives which address the risk factors associated with poor social determinants of health</p> <p>5.19 Participates in the development of plans for new programs and revision of existing health promotion/ education and community health development programs/ services; providing input and direction in achieving reasonable solutions</p> <p>5.20 Fosters opportunities to partner and collaborate with individuals, community groups, local agencies/ organizations, government and leaders while providing leadership, facilitation, support, resource development and skill/ capacity building to assist communities to identify behavioral, social, environmental and organizational factors that promote or compromise health and develop strategies for action and policies that will improve the health of the population</p> <p>5.21 Maintains involvement with various regional and provincial committees as required</p> <p>5.22 Coordinates travel</p> <p>5.23 Travels as required locally, regionally and provincially</p> <p>5.24 Prepares and submits expense claims as per policy</p> <p>5.25 Ensures adherence to policies and provide feedback through the appropriate channels</p> <p>5.26 Participates in the development of regional program policies and procedures</p> <p>5.27 Follows any provincial protocols/ guidelines as required</p> <p>5.28 Monitors and evaluates outcomes with client</p> <p>5.29 Maintains accurate, current and concise records of assessment, planning, implementation and evaluation</p> <p>5.30 Participates in strategic planning as requested</p>
<p>6. Advocates on behalf of clients and community residents and involves them in planning and evaluating care</p>	<p>6.1 Collaborates with and advocates for community members to identify and strengthen existing resources, build capacity and develop community action strategies that will assist to promote and protect health within the broad determinants of health</p> <p>6.2 Assists individual, 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>6.3 Promotes diverse community participation in the development, implementing and evaluating of health promotion/ education, and community development initiatives which address the risk factors associated with poor social determinants of health</p> <p>6.4 Ensures that any barriers to accessing programs and services are reduced or eliminated ensuring maximum impact</p>

	<ul style="list-style-type: none"> 6.5 Ensures all education information/resources are current 6.6 Identifies individuals, groups and communities that would benefit from and/ or requests health related programs 6.7 Plans, implements and evaluates health promotion, and community health development strategies in collaboration with communities and with other team members 6.8 Acts as an advocate for individuals, families and community 6.9 Recognizes the client's right to personal beliefs, attitudes, feelings and values about health and self-determination 6.10 Collaborates with all key stakeholders, team members, individuals, families and community to facilitate public participation in defining and generating responses to identified nutrition issues 6.11 Participates in the development of plans for new programs and revision of existing nutrition health programs/ services 6.12 Identifies health promotion/ education, community health development and capacity building gaps and needs for input and direction in achieving reasonable solutions 6.13 Takes preventative, as well as, corrective action to protect clients from unsafe, incompetent, unjust or unethical circumstances
<p>7. Demonstrates professionalism in practice</p>	<ul style="list-style-type: none"> 7.1 Demonstrates the ability to accept and adjust to change 7.2 Assumes responsibility for own actions 7.3 Ability to determine and deal with changing, emerging, and emergency situations with clients in a flexible and adaptable way 7.4 Participates in Continuous Quality Improvement, surveys, and committee activities 7.5 Appears professional as described in NHR dress code policy 7.6 Exhibits confidence and initiative in the work environment 7.7 Contributes to the planning and development of the unit and its vision and mission through attending regular staff meetings 7.8 Participates in policy development and ongoing policy review 7.9 Ensures adherence to policies/ procedures in order to maintain competency 7.10 Participates in the orientation and ongoing development of new employees and students from a variety of disciplines 7.11 Maintains an acceptable state of health in accordance with the Attendance Support and Assistance Program (ASAP) 7.12 Demonstrates a dependable, consistent, and reliable work record including attendance with work 7.13 Keeps up to date with current law, ethics, and standards of practice in the field of dietetics 7.14 Capable of exercising good judgment in making decisions 7.15 Ability to prioritize 7.16 Returns phone calls promptly 7.17 Identifies self and department when answering calls or meeting clients 7.18 Practices in accordance with all relevant legislation 7.19 Promotes the development and maintenance of interpersonal relationships through professional behavior, acceptance and utilization of constructive criticism and demonstration of impartiality relationships with co-workers

	<p>7.20 Maintains and applies evidence-based knowledge and population health and community health development theory and principles to practice</p> <p>7.21 Demonstrated required skills in use of computer, phone, fax and other equipment required for job performance</p> <p>7.22 Proficient in using the organizations electronic resources such as Accuro, Microsoft programs, etc.</p> <p>7.23 Follows and demonstrates principles of the Respectful Workplace Policy</p> <p>7.24 Participates in the ongoing process of program planning, development, implementation and evaluation as requested</p>
<p>8. Ensures Ongoing Professional Development</p>	<p>8.1 Through self-evaluation, identifies educational needs, seeks out and participates in continuing education opportunities pertinent to your profession and client population</p> <p>8.2 Maintains and updates professional skills, certificates, leadership skills and knowledge through various means such as literature reviews, publications, conferences, and Internet</p> <p>8.3 Participates fully in annual performance appraisal</p> <p>8.4 Completes a self-evaluation of practice at annual performance appraisal, identifying areas of growth for the upcoming year</p> <p>8.5 Participates in research projects as required</p> <p>8.6 Participates in data collection and recording as required</p> <p>8.7 Attends and participates in meetings on a regular basis</p> <p>8.8 Directs educational requests to manager as per policy</p> <p>8.9 Seeks out appropriate Practice Leader when necessary</p> <p>8.10 Completes and maintains necessary certification for any necessary clinical skills</p> <p>8.11 Serves on regional or provincial committees as required</p> <p>8.12 Keeps up to date with policies and procedures of the NHR</p> <p>8.13 Seeks out professional development opportunities that are consistent with current practices, latest trends, new and emerging needs, changing needs of the target population</p>