

Job Description

POSITION:	Registered Practical Nurse
ACCOUNTABILITY:	Physician, Children’s Mental Health
CLASSIFICATION:	Full-Time
DATE APPROVED:	June 6, 2018

JOB PURPOSE

Under the direction of the Physician, the Nurse is responsible to provide mental health/nursing and administrative services for Nogdawindamin’s Children’s Mental Health Services - Binojiih Nendamowning Danishing. The scope of this service is within a bi-cultural, client-centred care model emphasizing health promotion and client education.

KEY JOB FUNCTIONS

Clinical Functions

- Requires a thorough knowledge of primary health care nursing within the scope of nursing with experience in Children’s Mental Health Services/Psychiatry
- Ability to function effectively in a team environment with the Physician, Managers, Supervisors, Child Welfare Workers and Child and Youth Clinicians
- High level of interpersonal skills to interact with clients and their families in a holistic and compassionate manner
- Manage collectively a caseload of clients who will be accessing services through the Children’s Mental Health Services
- Provide mental health care services to children and youth
- Record client data in the database system

Administrative Functions

- Completing intake referrals, assisting patients with questionnaires and preparation of patient charts
- Completing external referrals
- Managing incoming calls, scheduling appointments, reminder calls
- Computer and word processing skills
- Knowledge of data collection analysis, and program planning
- Ability to multi-task, organize multiple projects and programs
- Ability to work within a multi-disciplinary team environment
- Knowledge of Anishinabek Health and Traditional health practices
- Coordination of patient care in the office: greeting patients, checking patients in, ensuring medical record is up to date, preparing interview room, providing post-appointment service (signatures for referrals, follow-up apt, etc.)

Other Duties

- Participate in internal or external committees as required or assigned
- Other duties as required and assigned
- Ability to attend schools and homes in community for intakes, follow-ups, vitals and education

QUALIFICATIONS

Minimum Education

- A Registered Practical Nurse
- Graduate from a recognized nursing program
- Current certificate of competency in Ontario

Minimum Experience

- Minimum 2 years of recent related experience in acute or community mental health
- Experience working with First Nation Aboriginal People and First Nation's communities

Knowledge Requirements

- Knowledge of Nogdawindamin programs and services
- Knowledge of First Nation service delivery, customs and traditions relating to child welfare
- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Knowledge of external services and service agencies
- Knowledge of community resources available to children and youth

Special Skills

- Ability to conduct a mental health status exam
- Ability to de-escalate conflict situations
- Ability to evaluate the risk of self-harm and suicide and to implement a safety plan
- Ability to liaise with agencies and organizations
- Ability to maintain appointment schedule
- Ability to use empathetic listening
- Ability to work flexible hours.
- Ability to work within a multi-disciplinary team
- Additional training or credentialing is considered an asset (Psychiatry, Children's Mental Health).
- Awareness of stages of change model and basic understanding of motivational interviewing
- Cultural awareness training
- Current CPR certificate
- Demonstrated competence in conflict resolution.
- Excellent oral and written communication skills.
- Experience in telephone triaging of patients
- Experience working with Regional or Aboriginal services, and health planning committees.
- Knowledge of community referral procedures
- Knowledge of DSM-V diagnoses and related pharmacologic and psychological treatments
- Knowledge of Mental Health Act
- Knowledge of psychotherapeutic and counselling skills
- Must have knowledge of hospital and community mental health services, resources and agencies along the North Shore
- Recent training in Applied Suicide Intervention Skills Training (ASIST)
- Recent training in Mental Health First Aid
- Recent training in Non-violent Crisis Intervention training

Other Requirements

- Must provide a clear Police Records Check with Vulnerable Sector Check
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage.

WORK SITE LOCATION

Will be based out of the satellite offices in the individual First Nation communities of Batchewana, Garden River, Atikameksheng, Sagamok and Serpent River First Nations or in one of our urban locations in Sault Ste. Marie or Sudbury.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The Nurse, while performing their duties, will be based in an office and community. The Nurse is regularly required to operate a computer, and may be required to travel and work overtime when required. The noise level in the work environment is usually quiet to moderate. The nature of the position may expose the Nurse to a moderate level of tension and anxiety due to the competing needs and demands for the limited human resources. Given the traditional practices of Aboriginal people, from time to time exposure to smoke from the burning of sacred medicines; tobacco, sweet grass, sage or cedar, may occur.

TECHNOLOGY & EQUIPMENT

Computer, photocopier, telephone, fax machine and cell phone.

SUPERVISORY RESPONSIBILITY

This position is not required to supervise any staff.

KEY RELATIONSHIPS

Internal

This position will be directly accountable to the Physician.

External

Our role is to serve the unique needs of the Seven First Nations Children, Youth and Parents.

Disclaimer

This document describes the position currently available and is only a summary of the typical functions of the job. It is not an employment contract. The above job description is not an exhaustive list of the duties, responsibilities, working conditions or skills required for this position. Additional duties may be assigned. Nogdawindamin Family and Community Services reserves the right to modify job duties or the job description at any time.

SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature of Employee

Date