

1. IDENTIFICATION

Position No. See Appendix	Job Title Manager Public Health	Supervisor's Position See Appendix	
Department Health	Division/Region See Appendix	Community See appendix	Location See Appendix
Freebalance Coding:	See Appendix		

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
<p>The Manager Public Health is accountable for providing effective leadership and management of the local public health unit, while ensuring the implementation and evaluation of a range of public health programs and services. The Manager ensures the provision of public health nursing for individuals, families and community; communicable disease surveillance, prevention and control within the region; and health promotion activities aimed to support the health and wellness of the population as a whole.</p> <p>The Manager is responsible for ensuring all mandated public health programs and services are delivered in accordance with the Public Health Act, its standards and regulations, and works to support the implementation of the Nunavut Public Health Strategy and any other public health initiatives requiring implementation at the local community level.</p>

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?
<p>The Manager Public Health provides leadership, direction and support to the public health team and engages with inter/intradepartmental stakeholders and community members to advance population health program priorities.</p> <p>The Manager ensures the efficient and effective coordination and support of mandated public health programs and compliance with territorial standards for communicable disease control, immunization, and maternal/childcare. Through health promotion programs the position contributes significantly to the development and maintenance of healthy of infants, children, mothers, adults and the population as a whole within the community and region.</p>

Public health and health promotion services include surveillance of the health status and problems of individuals and groups, analysis of identified health problems, and development of programs to promote health and prevent health problems, including education programs, community development programs, healthy public policy, disease and injury prevention programs, and community based treatment programs. The manager supervises services that are provided by a multidisciplinary team of health professionals working closely with all community services.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The Manager Public Health provides leadership to the public health team to sustain an operational culture focused on Health's goals, vision and priorities; patient and family experience, population health targets, and is reflective of Inuit societal values.

Provides operational leadership, while supporting strategic planning in response to rapidly changing healthcare environments by:

- Developing and maintaining a comprehensive suite of public health programs and services, which are supported by operational processes and policies that facilitate work in an accountable and efficient manner;
- Ensuring communication strategies are in place to facilitate discussion and dissemination of information across the public health unit and region;
- Acting as a change agent in the Department of Health to support and introduce creative and responsive population health focused programs and initiatives;
- Establishing and maintaining cooperative working relationships with senior management, project and program managers and other staff;
- Supporting a culture of collaboration, openness, transparency, trust and accountability across the departmental team;
- Acting as an advocate for the voice of the patient;
- Respecting and incorporating Inuit Societal Values into Health's policies and care delivery.

Supports health care excellence and public health program management by:

- Working closely with the office of the Chief Public Health Officer, Chief Nursing Officer, and regional public health teams to oversee the implementation of new health care programs, projects and initiatives which support an effective population health strategy;
- Monitoring and analyzing population health data trends and emerging issues; and presenting these findings and subsequent recommendations to the ADM, DM and CPHO through a variety of formats (i.e written reports, briefing notes, oral presentations);
- Working closely with the office of the Chief Nurse and Public Health Officer for the development of territorial clinical and administrative policies and procedures that

- promote safe and effective healthcare;
- Overseeing operations and financial management for the public health unit programs and services;
- Developing and implementing evaluation tracking systems for public health programs and new initiatives;
- Ensuring communication and collaboration with internal and external partners and community engagement to support population health program development and delivery;
- Directing the provision of mandated and needs-identified public health programs, while ensuring compliance with territorial and federal legislation, regulations, policies and practice standards.

Responsible for effective human resource management of the public health team by:

- Leading and supporting the development of a cohesive, high performing public health team, including the onboarding, mentoring, coaching and ongoing professional development;
- Works collaboratively with the regional and territorial leads responsible for staff training (i.e. Nurse Educator, PHN Consultant, Territorial CHR Coordinator, EHO Specialist) to ensure staff have access to required training & development resources;
- Consistently monitoring staff performance and imposing progressing disciplinary action when necessary;
- Liaising with HR to develop and implement strategies to attract and maintain public health talent and manage succession planning;
- Advancing Inuit employment priorities;
- Monitoring demand/use of services and adjusting resource allocation;
- Ensures occupational health and safety processes and training are in place.

Contributes to an effective operations financial management plan by:

- Implementing strategies to achieve operational efficiencies, quality care and value for money which are in accordance with the Financial Administration Act, Financial Administration Manual and departmental policy;
- Developing business cases to resolve emerging issues, as assigned;
- Effectively applying controls and managing the inventory of supplies, equipment and pharmaceutical/ biological agents;
- Ensuring regular maintenance checks of equipment and arranging for repairs.

Establishes and models a culture of continuous quality improvement by:

- Ensures compliance with documentation policies and mandated reporting requirements;
- Preparing monthly, annual and special reports, and writing program proposals;
- Developing and implementing annual work plans with measurable objectives;
- Acting as a role model, change agent, and motivator to support quality improvement changes in health services and programming in the territory
- Establishing and maintaining effective, collaborative relationship with the Continuous Quality Improvement team
- Identifying emerging health policy issues and leads team approach to mitigate risks associated with the issue
- Working collaboratively with the ADM, CPHO, and Director to implement structures and processes which ensure best practice, evidence-informed approaches are in place to

consistently deliver high quality, well-coordinated and integrated care that delivers high level outcomes and patient satisfaction.

Represent/Assists the ADM and Director where necessary by:

- Actively participating in operation division's team meetings;
- Collaborating with the Director to ensure that all programs and projects are aligned with the Department of Health vision and strategic response plans;
- Serving on task forces, committees and working groups as requested;
- Leading working groups or committees as assigned by the ADM Operations.

Provides culturally safe clinical public health nursing care by:

- Practicing in accordance with CANNN scope of practice for RNs, standards of practice; GN policies and procedures;
- Performing nursing, transferred functions according to GN policies and procedures;
- Performing clinical duties described in the PHN job description.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

***Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.**

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Public Health Nurse scope of practice;
- Knowledge and understanding of health issues and priorities in Nunavut and Canadian society;
- Knowledge of health care service provision and issues in remote communities;
- Knowledge of current trends in population health practices and programs;
- Knowledge of health system transformation;
- Theories, principles and practices of HR and financial administration;
- Theories, principles and practices of project management;
- Theories, principles and practices of program administration and evaluation;
- Theories, principles and practices of policy development;
- Theories, principles and practices of quality improvement and risk management;
- Knowledge of Accreditation Canada (or equivalent) standards;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices.

Skills and Abilities

- Leadership, team building and motivational skills;
- Excellent interpersonal skills and the ability to adjust appropriately to a particular individual or entity;
- Effective verbal and written communication skills;
- Strong analytical and problem-solving skills;

- Computer skills including Microsoft office and electronic health records;
- Ability to lead and work effectively in a multi-cultural environment;
- Ability to perform public health nursing functions;
- Ability to plan, coordinate, implement and evaluate a comprehensive public health nursing service appropriate to northern community needs;
- Ability to teach effectively on an individual or group basis;
- Ability to interpret and communicate health care data, policies and legislation;
- Ability to lead, advise, guide and counsel at all levels of the organization;
- Ability to use discretion and practice good judgment in various and sometimes stressful situations;
- Ability to prepare concise, efficient and effective written documents at a standard acceptable to national health care organizations and Cabinet;
- Ability to effectively assess the impact of external change on health programs and services;
- Ability to build strong relationships and foster a cooperative environment;
- Ability to deliver within tight deadlines.

The above knowledge, skills and abilities are typically acquired through;

- An undergraduate degree in nursing with eligibility for registration with CANNN;
- Current BCLS and annual recertification is a requirement;
- Obtain and maintain the Nunavut immunization certification (must obtain within 1 month of hire);
- Five years' experience public health nursing;
- Three years supervisory experience in a healthcare environment;
- A master's degree in a nursing, health administration or quality improvement is an asset;
- Ability to communicate in more than one of Nunavut's official languages is an asset.

This is a Highly Sensitive Position. Criminal Sector checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Long periods spent in front of a computer screen;
- Required to travel around the community as part of the work duties.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is

exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Handling of biologic agents;
- Exposure to blood and body fluids, and to contagious diseases;
- Exposure to emotionally difficult or potentially violent situations in the office, clinic or on home visits;
- Travel by vehicle in all weather and road conditions.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Prolonged attention to detail is required when reviewing and preparing documents and reports;
- Clinical work requires accurate assessment through the use of all the senses, and accurate and speedy judgment, at times under pressure.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- The work entails the stress of working with restrained resources to provide essential services;
- Heavy workload, tight timelines, political nature of work and shifting priorities;
- The work entails the stress inherent in dealing with public demands and the needs of anxious, ill and disabled people.

7. CERTIFICATION

_____ Employee Signature	_____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

9. APPENDIX

Position #	Supervisor #	Community	Distribution Coding
10-04752	10-03722	Iqaluit	10541-01-2-235-1000000-01
10-09633	10-11142	Rankin Inlet	10540-01-3-320-1000000-01