

## 1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
	Registered Psychiatric Nurse	Manager, Mental Health	
Department	Division/Region	Community	Location
Health			

## 2. PURPOSE

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The purpose of this position is to provide a broad scope of professional mental health clinical treatment to individuals of all ages and families at the community level. Under the direction of the Supervisor Interdisciplinary Practice or designate, the incumbent may work as the only professionally registered practitioner in the community to deliver specialized services to individuals with mental illness and/or problems, concurrent disorders addictions and suicide ideations/attempts. This will include prevention, intervention and educational activities to promote mental wellness and reduce risk factors, stigma and discrimination. The incumbent ensures all related duties and responsibilities are carried out in a confidential, non-judgmental, compassionate manner. In addition, this position is responsible for the day to day coordination of the frontline local Mental Health Service Team including support, direction and guidance.</p>
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## 3. SCOPE

<p><b>Describe in what way the position contributes to and impacts on the organization.</b></p> <p>The scope of services to individuals who are struggling with mental illness/issues, addictions and concurrent disorders including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Clinical direction and front line service,</li> <li>• Case management, conferencing, and review in conjunction with psychiatry and medicine, including community and patient advocacy,</li> <li>• Initial psychiatric and ongoing assessment of clients, coordination and recommendation to/consultation with community doctors and psychiatrists,</li> <li>• Medication administration, medication monitoring and medication management,</li> <li>• Monitoring and assessment of patients for extrapyramidal side effects and other adverse effects such as; dystonia, neuroleptic malignant syndrome, serotonin syndrome, medication toxicity, etc.</li> <li>• Metabolic monitoring of clients, assessments, treatment, follow-up and aftercare,</li> <li>• Developing, monitoring and implementing individual, holistic care plans with clients,</li> <li>• Crisis intervention, management of clients under the MH Act,</li> <li>• Debriefing, counselling, group facilitation, life skills training,</li> <li>• Collecting, analysing and reporting of statistical data,</li> <li>• Monitoring of forensic clients under Nunavut Review Board (NRB) and ongoing follow up and collaboration with NRB,</li> <li>• Community awareness and public education and prevention,</li> </ul>
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- Increase the standard of living and independence for people with mental illness/issues, patient advocacy through education and advocacy.

**4. RESPONSIBILITIES**

**Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.**

In order to be successful in the position and support the strategic direction outlined by the Department’s Vision and Values, the position’s performance will be assessed on the following Key Priority Areas:

***SERVICE DELIVERY  
LEADERSHIP***

***COMMUNITY RELATIONS  
DEPARTMENTAL EFFICIENCY***

Below are the primary accountabilities of the position and their correlation to the Key Priority Areas:

***SERVICE DELIVERY:***

- Acts as a point of contact for physicians, locally, territorially and out of territory, for assessments and patient critical care information;
- Conducts psychiatric assessments, mental status exams, suicide risk assessment, identification of persons at risk of harm to self and/or others, crisis intervention and debriefing;
- Arranges psychiatry clinics for community members, delivered by the RPN/RN and/or visiting medical professionals;
- Attends weekly rounds with mental health and consulting psychiatrists to review clients and consult on patient treatment;
- General counselling, utilizing a strength based, client centered approach;
- Provides Cognitive Behavioral Therapy-informed counselling;
- Provides coaching and/or identification of priorities for other team members concerning life skills to promote independent living by:
  - Assisting clients with daily tasks, e.g., compliance with medication
  - Education to clients regarding activities of daily living
  - Provides education and support to families and community members who are supporting clients with mental illness;
- Providing non-emergency and emergency mental health treatment services;
- Arranging for safe client transport as required; acting as medical escort when required;
- Administers pharmaceuticals in accordance with established regulations, policies, practices, safety procedures and as outlined in the Health Centers;
- Maintains confidentiality of all client related information;
- Developing, monitoring and implementing holistic individual care plans with clients;
- Serves as patient advocate;
- Provides case management for clients out of territory in collaboration with the Department’s Out of Territory Coordinator;
- Leads the collaboration amongst internal and external teams (i.e. mental health and addictions team, other health professionals, community organizations, Inuit organizations, clients, families, etc.) to plan and deliver service on an on-going basis, including prioritizing service, discharge and community planning (one at individual case level, one at community level);
- Consults with specialists as required;
- Mediates disputes related to service implementation;
- On-going requirement to meet challenges and demands with creative solutions and flexibility

(e.g. limited options for professional referrals);

- Delivers and/or oversees delivery of approved programming in schools and in the community.

**COMMUNITY RELATIONS:**

- Provides clinical leadership, serves as a subject matter expert, and collaborates with other community health staff in the delivery of community awareness and public education activities (e.g. workshops, approved media interviews, local radio shows, etc.);
- Collaborates with community partners to conduct community asset and needs assessments;
- Participates on interagency committees, providing leadership as necessary;
- Builds community partnerships (e.g. Family Services, RCMP, local Hamlet, Elders, Housing Committee, Probation Officer, School Principal and staff).

**LEADERSHIP**

- Provides leadership and mentoring to team members;
- Ensures that staff and self, behave in a manner that is respectful at all times, following the GN Code of Conduct;
- Promotes a positive learning environment where employees are encouraged to participate in continuous learning;
- Fosters a positive work environment;
- Advocate within the division structure for team issues;

**DEPARTMENTAL EFFICIENCY:**

- Meets with team on a weekly basis and as needed to coordinate team activities;
- Monitors team wellbeing/mental health and takes appropriate action as required;
- Ensures case documentation is completed in a thorough and timely manner;
- Prepares reports as required, including the maintenance and distribution of statistical data;
- Ensures location assets are properly safe guarded, premises and equipment are properly maintained;
- Conducts chart reviews and identifies items for action by their supervisor;
- Takes corrective action in a timely manner in relation to audit reports or directives;
- Supervises time and attendance;
- Ensures diligent and responsible spending under span of control;
- Ensure that team adheres to all Health & Safety requirements, policies and procedures and acts proactively to prevent accidents and workplace hazards.

**Adapting and incorporating Inuit Societal Values with healthcare service delivery by;**

- Respecting others, advocate for equity and social improvement, involvement with the community and activities, be innovative and resourceful.

**5. KNOWLEDGE, SKILLS AND ABILITIES**

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

- Registered Psychiatric Nurse or Registered Nurse (preferably with Certification in Mental Health) and Registration with a professional governing body in good standing, adhering to all legal and ethical standards;
- Minimum three years psychiatric nursing experience (preferably five years psychiatric nursing experience);
- Knowledge of Mental health problems/illnesses, addictions, concurrent disorders, suicide, family violence, and intergenerational trauma, and its related current best practices and resources, trauma/PTSD, addictions and concurrent disorders;
- Knowledge of most current DSM;
- Experience working in a multicultural setting;
- Experience leading a multi-disciplinary team;
- Knowledge of engagement drivers as they relate to team effectiveness;
- Proficient in delivering a strength-based, client-centered approach that includes work with all age groups including comprehensive assessments, referral process, client service plans;
- Experience in accessing community resources, territorial and national organizations to network within and outside the territory;
- Knowledge of the justice, social services and child welfare systems;
- Familiar with basic principles involved with Acts and Legislation such as Mental Health Act, Child Family Service Act, Public Health Act, Guardianship/Trustee Act;
- Possess a valid driver’s license;
- Knowledge of non-violent crisis intervention;
- Knowledge of critical incident stress management;
- Knowledge of psychosocial rehabilitation model of care (PSR);
- Adaptability to changing and unique circumstances;
- Effective interpersonal trust and relationship building skills, including the ability to act with tact and diplomacy when working with highly confidential information and volatile situations;
- Effective verbal, written, research and presentation skills;
- Ability to speak and write Inuinnaqtun/Inuktitut would be an asset;
- Time management and organizational skills;
- This is a Highly Sensitive Position. Vulnerable Sector and Criminal records checks 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 occurrence of physical demands, environmental conditions, and demands on one’s senses and mental demands.**

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The incumbent is expected to perform their duties with minimal supervision. This increases the stress level as in addition to the situation, one needs to be sure they are within policy and legislation.

**Physical Demands**

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

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- Frequent long working hours;
- Frequently called upon during off-hours to deal with mental health issues, crisis, or critical

incidents;

- Frequent sitting for extended periods of time, during consultations and report writing;
- Exposure to infections and communicable diseases;
- Requirement for lifting heavy objects and climbing stairs;
- May be in contact with bodily fluids;
- Must respond to and manage potentially violent/unstable individuals which may result in physical injury.

### 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 disrupt regular work schedules and travel requirements.**

- The incumbent is exposed on a daily basis to unpredictable situations involving potentially aggressive and violent clients;
- Inconsistent work environment;
- The possibility to be exposed to unsanitary, smoke, and unpleasant surroundings in individual residences is high;
- Regularly exposed to extreme weather conditions and extreme seasonal lighting;
- Requirement to work alone on a regular basis;
- High crime, high stress, high trauma environment;
- May be required to live in shared accommodation with transient GN staff.

### Sensory Demands

**Indicate the nature of demands on the jobholder's senses to make judgements through touch, smell, sight and hearing, and judge speed and accuracy.**

- The incumbent is required to have, and to constantly use well developed sensory acuity and powers of observation to detect subtle mental or physical changes in a client, or heightened anxiety;
- This position requires intensive concentration on a regular basis in order to understand clients. This requires listening for verbal cues and observing and interpreting non-verbal communication in a multicultural context;
- May spend long periods of visual concentration (reading, writing, working at a computer);
- Heightened awareness of surroundings and safety factors.

**Mental Demands**

<p><b>Indicate conditions that may lead to mental or emotional fatigue.</b></p> <ul style="list-style-type: none"> <li>• Function effectively when confronted with unavoidable ongoing exposures to traumatic events and situations;</li> <li>• As required, support family members after a critical incident resulting in exposure to deceased individuals with whom there may have been a professional relationship;</li> <li>• Due to high rates of suicide, violence and accidents in Nunavut, there is a high probability of losing clients which may have an emotional impact/affect stress levels;</li> <li>• Professional and personal isolation;</li> <li>• Consistently high volume of work and conflicting priorities resulting in additional pressure;</li> <li>• Frequently changing workload, priorities and deadlines;</li> <li>• Demands for access to confidential/sensitive information by community members without authorization;</li> <li>• Ethical and moral dilemmas.</li> </ul>
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**7. CERTIFICATION**

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

## 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”.**