

New

Ministry

Assisted Living and Social Services

Describe: Basic Job Details

Position

Position ID

Position Name (200 character maximum)

Nurse

Requested Class

Job Focus

Operations/Program

Supervisory Level

00 - No Supervision

Agency (ministry) code

Cost Centre

Program Code: (enter if required)

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Disability Services/Disability South/Michener

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager, Residential Supports

Supervisor's Current Class

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

Provides 24/7 nursing services to individuals with developmental disabilities, including those who are medically fragile, aging, dually diagnosed, or have complex eating and swallowing disorders. Operating within established provincial protocols, policies, and standards, the position requires a deep understanding of the facility's operations and the complex, diverse health needs of its residents. While non-supervisory, the role is pivotal in coordinating and monitoring health services, administering treatments and medications as prescribed and ensuring continuity of care through coordinating medical clinics, as well as, ordering, organizing and maintaining medical supplies/equipment. It demands clinical expertise, sound judgment, and a commitment to person-centered care in a highly specialized environment.

Responsibilities

Job outcomes (4-6 core results), and for each outcome, 4-6 corresponding activities:

Preventative Care Responsibilities

- Conduct routine health assessments and monitor wellness indicators (e.g., weight, vital signs, SpO₂).
- Perform and assist with screenings: breast exams, testicular exams, chest assessments, range of motion

(ROM).

- Support bowel routines, skin integrity checks, foot care, and nutritional monitoring.
- Complete intake/output tracking and AccuChek blood glucose monitoring.
- Apply isolation techniques when required to prevent infection spread.

Acute Care Responsibilities

- Provide vigilant monitoring and active treatment during acute illness episodes.
- Perform ongoing assessments, implement care plans, and document progress.
- Review medical history and collaborate with interdisciplinary teams.
- Respond to medical emergencies, assuming a leadership role per Response Team protocols.
- Support individuals with post-hospital discharge care.
- Initiate daily treatment for acute conditions and perform venipuncture and specimen collection.

Chronic Care Responsibilities

- Maintain and evaluate long-term care plans based on lifestyle planning, PDR, MCP, and EP objectives.
- Monitor therapeutic responses to medications and treatments.
- Communicate treatment effectiveness with team members using current and historical data.
- Administer medications and treatments per physician orders and facility protocols.
- Present individuals to physicians, raising concerns from nursing staff, families, and allied health professionals.
- Record updates and physician orders in home communication logs.

Staff Education:

- Conduct EP reviews and update seizure records.
- Deliver training on medication administration, enteric feeding, oxygen therapy, catheter care, and specimen collection.
- Participate in audits and reviews (e.g., medication errors, equipment updates).

Other Duties

- Participate in internal committees and working groups (e.g., Lifestyle Planning, Psychotropic Drug Reviews).
- Offer backup services for Home Support (e.g., medication administration, enteric feeds).
- Ensure oxygen and suction equipment is functional and available.
- Perform blood work.
- Uphold "Creating Excellence Together" standards.
- Maintain professional relationships with external agencies and healthcare institutions.

Problem Solving

Typical problems solved:

Position performs professional nursing/medical responsibilities within established policies, procedures and standards and professional practice. The position requires keen skills in observation and knowledge and understanding of the complexity of the medical needs of the residents to monitor and assess using professional knowledge and judgment to discern changes in health/wellbeing. Reports and refers complex issues and/or recommendations for further medical/nursing care interventions.

Types of guidance available for problem solving:

Clinical Protocols & Policies
Supervisory Support
Multidisciplinary Team Input
Continuing Education

Direct or indirect impacts of decisions:

Resident Health Outcomes
Emergency Response
Documentation Accuracy
Resident Quality of Life
Family and Guardian Confidence

Key Relationships

Major stakeholders and purpose of interactions:

Individuals (Clients/Residents)
Families and Guardians
Home Support Workers
External Health Agencies

Required Education, Experience and Technical Competencies

Education Level	Focus/Major	2nd Major/Minor if applicable	Designation
Applied Degree	Other		Other

If other, specify:

Requires graduation from a nursing degree program and eligibility for registration with CARNA

Job-specific experience, technical competencies, certification and/or training:

Required to be knowledgeable and have good understanding of professional nursing standards and practice
Current CPR certification
Ability to work independently, assessing, make sound decisions and implementation plans
Must have keen observational skills and be flexible
Strong communication skills, sensitive and compassionate.
Ability to handle any crisis in calm professional manner

Behavioral Competencies

Pick 4-5 representative behavioral competencies and their level.

Competency	Level					Level Definition	Examples of how this level best represents the job
	A	B	C	D	E		
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Benchmarks

List 1-2 potential comparable Government of Alberta: [Benchmark](#)

Assign

The signatures below indicate that all parties have read and agree that the job description accurately reflects the work assigned and required in the organization.

Employee Name	Date yyyy-mm-dd	Employee Signature
Supervisor / Manager Name	Date yyyy-mm-dd	Supervisor / Manager Signature
Director / Executive Director Name	Date yyyy-mm-dd	Director / Executive Director Signature
ADM Name	Date yyyy-mm-dd	ADM Signature
DM Name	Date yyyy-mm-dd	DM Signature