

Ministry

Children and Family Services

Describe: Basic Job Details

Position

Position ID

Position Name (30 characters)

Nurse

Current Class

Requested Class

Job Focus

Operations/Program

Supervisory Level

Agency (ministry) code

Cost Centre

Employee

Employee Name (or Vacant)

Organizational Structure

Division, Branch/Unit

Provincial Campus Based Care

☐ Current organizational chart attached?

Supervisor's Position ID

Supervisor's Position Name (30 characters)

Manager

Design: Identify Job Duties and Value

Job Purpose and Organizational Context

Why the job exists:

The Medical and Health 2 is employed in a 24/7 organization that provides nursing, residential and activity support services for individuals with developmental disabilities. The Medical and Health 2 functions as a supervisor of a unit with Residential and Support Services (RSS). Primary responsibilities include direct supervision of Medical and Health 1's and Individual Support 1 and 2's and the coordination and supervision of health services. The Medical and Health 2 is responsible for the orientating, training, coaching and evaluating of staff members.

Responsibilities

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

1. Responsible for ensuring effective service delivery by planning, implementation and evaluating nursing/health services by:

- Assessing health status and coordinating appropriate nursing/health supports (physicians, pharmacy, lab, and medical supply vendor).
- Follows Physicians orders, delivers medication, treatments and conducts diagnostic tests.
- Orientation, coaching and supervising delivery and nursing techniques (i.e., gastrostomy, tracheostomy, oxygenation, respiratory care, suctioning, insertion and replacement of tubing).
- Complete the assessment for guardianship and trusteeship applications,
- Ensuring that all documentation relating to health and care delivery is factual, accurate and consistent.
- Making decisions, taking action, and provides guidance in nursing interventions related to prevention, health,

treatment and crisis situations.

- Ensuring that all nursing equipment is maintained.
- Reviewing all incident reports, investigates accidents and provides a written report.
- Assuming total responsibility for the shift.
- Monitoring and ensuring that all orders for medications are filled and received correctly.
- Annual CPR recertification.

2. Responsible for supervision of subordinate staff by:

- Ensuring that all policies and procedures of worksite are followed.
- As lead on shift, position is responsible for direct supervision of Medical Health 1, Individual Support workers (1 & 2),
- Reviewing and making appropriate recommendations relating to procedures.
- Outlining time management guidelines for Medical and Health 1' and Individual Support 1 and 2'.
- Planning and facilitating meetings.
- Supporting and participate in care delivery with frontline staff.
- Guiding and coaching nursing procedures.
- Completing evaluations of Medical and Health 1' and Individual 1 and 2'.
- Monitoring the continuity of 24 hour care delivery.
- Participating in staff recruitment and orientation.
- Decisions and recommendations are consistent with the position duties and established goals
- Staffing levels on shift and weekends
- Dealing with conflict resolution as deemed appropriate as lead on shift or supporting on going
- Decisions with respect to emergency response and staff deployment

3. Facilitates, monitors and maintains a healthy living environment by:

- Monitoring and creating an atmosphere for the residents based on CET standards. (Adult world)
- Changes to current health care practises
- Acting as an advocate to enhance the quality of life for the individuals living at RSS.
- Liaising with parents, guardians and other service providers.
- Sensitively deals with parents and guardians.
- Maintaining a safe physical living environment for the residents and staff.
- Ensuring that safety standards are met (i.e., maintenance of equipment, implementing preventive measures as required).
- Accountable for budget and inventory, fixed assets, individuals possessions.

4. Responsible for administrative duties by:

- Preparing staff assignment sheets.
- Responsible to meet all time lines on employee evaluations.
- Monitoring staff holidays, benefits and absenteeism.
- Ensuring that all staff timesheets are completed in a timely and accurate manner.
- Ensuring accurate staff scheduling.
- Able to assume Medical and Health 3 (Nurse 3) duties as required

5. Other related duties.

Problem Solving

Typical problems solved:

Knowledge:

- Strong sense of responsibility, commitment and leadership skills.
- Thorough understanding of RSS policies and procedures.
- Strong communication skills, both written and verbal.
- Effective interpersonal skills.
- Effective investigating, counselling and conflict resolution skills.
- Effective knowledge and understanding of performance standards and measures.
- Effective organizational skills and self-motivation.
- Effective skills and experience in staff supervision.
- Ability to work independently and be adaptable to changing situations.

Classification: Protected A

- Ability to develop client focus strategies to deal with health issues of residents.

Types of guidance available for problem solving:

Direct or indirect impacts of decisions:

Key Relationships

Major stakeholders and purpose of interactions:

Members of the support network,
parents, guardians and other service
providers.

Health care professionals, contracted
pharmacist, physiotherapist and
service providers of other agencies
such as the Glenrose Hospital Seating
Clinic, Seizure Disorder clinic.

Required Education, Experience and Technical Competencies

Education Level

Bachelor's Degree (4 year)

Focus/Major

Other

2nd Major/Minor if applicable

Designation

If other, specify:

Nursing

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

Competencies: Graduated from a recognized School of Nursing and registered with appropriate association.

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		
Systems Thinking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	Takes a long-term view towards organization's objectives and how to achieve them: <ul style="list-style-type: none">• Takes holistic long-term view of challenges and opportunities• Anticipates outcomes and potential impacts, seeks stakeholder perspectives• Works towards actions and plans aligned with APS values• Works with others to identify areas for collaboration	
Creative Problem Solving	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Focuses on continuous improvement and increasing breadth of insight: <ul style="list-style-type: none">• Asks questions to	

		<p>understand a problem</p> <ul style="list-style-type: none"> • Looks for new ways to improve results and activities • Explores different work methods and what made projects successful; shares learning • Collects breadth of data and perspectives to make choices 	
Agility	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Works in a changing environment and takes initiative to change:</p> <ul style="list-style-type: none"> • Takes opportunities to improve work processes • Anticipates and adjusts behaviour to change • Remains optimistic, calm and composed in stressful situations • Seeks advice and support to change appropriately • Works creatively within guidelines 	
Build Collaborative Environments	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/>	<p>Collaborates across functional areas and proactively addresses conflict:</p> <ul style="list-style-type: none"> • Encourages broad thinking on projects, and works to eliminate barriers to progress • Facilitates communication and collaboration • Anticipates and reduces conflict at the outset • Credits others and gets talent recognized • Promotes collaboration and commitment 	

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