



## POSITION DESCRIPTION

**Position Title:** Community Health Nurse  
**Department:** Primary Care  
**Classification:** Nurse IV  
**Union:** Manitoba Nurses Union (MNU)  
**Approved by:** Regional Lead – Community & Continung Care  
**Date approved:** October 18, 2024

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### REPORTING RELATIONSHIPS

**Position reports to:** Manager, Health Services – Primary Care  
**Positions supervised:** None

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### POSITION PURPOSE

The Community Health Nurse (CHN) is accountable for the delivery of nursing care to individuals or groups of clients.

The CHN is an integral member of a collaborative, multidisciplinary primary care team. Guided by the principles of primary care, the CHN provides comprehensive care to individuals, families and communities with an emphasis on healthy living, illness prevention, health education, chronic disease management, clinical intervention, and palliation.

The CHN may practice in a variety of community-based health care settings, including but not limited to, primary care centers, mobile/temporary clinics in community settings, and/or within a primary care or medical clinic.

The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Functions within the scope of registered nursing practice according to the College of Registered Nurses of Manitoba (CRNM), including the Regulated Health Professionals Act, the Standards of Practice for Registered Nurses, the Code of Ethics for Registered Nurses, other provincial and federal legislation, and regional policies and procedures.
- Ensures the appropriate links/referrals to other services that would enable the client to achieve health goals.
- Applies the nursing process by assessing the needs of the client, considering the determinants of health, age and developmental stage, physical and psycho-social health status; analyzing, developing and implementing a plan of care; and evaluating outcomes based on professional judgement and skills to guide decision-making for the delivery of client care/ services.
- Conducts screenings and risk assessments as per clinical practice guidelines.
- Provides care that is culturally competent and respectful of diversity (e.g. economic and social status, race, culture, belief systems, and sexuality).
- Provides group education and/or group visits to clients regarding chronic disease prevention, education, management, and support.
- Provides education sessions to health care professionals and public, as requested, regarding chronic disease prevention, education, management, and support.
- Synthesizes and applies epidemiological (population health) data, scientific and theoretical knowledge in the evolution of practice.
- Provides telephone and in-person triage; recognizes deviations from normal; identifies urgent from non-urgent; and provides appropriate response or referral.
- Identifies, and within the scope of nursing practice and organizational policy, manages acute and chronic illnesses and conditions affecting children and adults.
- Participates in disease prevention activities such as immunization, safer sex and substance use practices and identifies common developmental milestones.
- Reviews client medications in accordance with regional policy.
- Identifies and addresses client learning needs and readiness.
- Employs health promotion, health education and harm reduction strategies to support behavioral changes conducive to health (e.g. smoking cessation, physical activity, healthy eating and mental wellbeing) jointly with the client, defining and incorporating these strategies into the health plan.
- Supports the client in self-management of chronic diseases and other health conditions as applicable.
- Assists and supports the client to follow through on prescribed medical interventions and diagnostic testing; informs and educates clients regarding the meaning and implications of test results and prescribed interventions.

- In collaboration with the client and other members of the health care team, initiates and /or contributes to the development of a health plan and coordinates services to the client to the extent required.
- Acquires and maintains a comprehensive understanding of health/social services and referral processes including diagnostic services, specialists, hospital care, rehabilitation and support programs, education programs and community-based health services and agencies.
- Coordinates client care, employing appropriate consultation and refers clients to the most appropriate services in a timely and supportive manner; provides support to the nurse practitioner and other members of the team to access services on behalf of the client.
- Encourages maximum independence and accountability for self-care according to the client's capacity.
- Supports the client to find personal balance in adjusting to the developmental stages of living with optimal dignity and self-determination.
- Fosters an environment that is conducive to clients making informed choices and decisions relating to their health care, to achieve optimal health potential.
- Maintains knowledge base of current literature and best practices in primary health care.
- Acts as a resource to other members of the health care team with regard to the primary care management of chronic diseases.
- Acquires, develops and evaluates teaching materials and tools, with consideration for cultural, physical, intellectual and environmental factors.
- Participates in the orientation and training of new staff.
- Provides supervision, mentorship, orientation and teaching opportunities to students, ensuring that program goals and objectives are met.
- Supports and participates in nursing and related research activities and utilizes the results in evidence-informed practice.
- Demonstrates leadership in primary care programs and services, e.g. chronic disease management, reproductive health, shared care models, orientation.
- Establishes and maintains effective working relationships with clients, families, communities, physicians, nurse practitioners, other colleagues and managers across programs and services within the region.
- Facilitates the development of a collaborative care approach with physicians, nurse practitioners, and other health care providers.
- Performs a case management role with complex clients, in collaboration with other care and service providers, the client and family.
- In collaboration with the client and other service providers, conducts risk assessments related to the prevention of injury and/or disability, and develops appropriate health plans to reduce/prevent risks.

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

*Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.*

## **PERFORMANCE MEASUREMENTS**

1. Successful completion of probation.
2. Biennial performance appraisal.
3. Adherence to established standard practices through review of documentation and statistics.

## **QUALIFICATIONS**

### Education/Certification:

- Baccalaureate Degree in Nursing
- Current active registration with the College of Registered Nurse of Manitoba and the scope of practice as defined by the Regulated Health Professions Act (RHPA)
- Basic Life Support

### Knowledge required:

- Knowledge of Professional Standards of Practice, and Code of Ethics

### Experience required:

- Minimum of two (2) years full time equivalent experience in a primary care clinic, community health nursing, and/or ambulatory care nursing setting in the last five (5) years.

### Skills/Competencies/Conditions of employment:

- Demonstrated ability to maintain both professional nursing standards and community health nursing standards
- Demonstrated ability to integrate and apply key cardiac rehabilitation components and chronic disease management principles
- Demonstrated ability to apply adult learning principles to both individual and group education models of care
- Demonstrated ability to integrate and apply both behavior change and harm reduction concepts

- Demonstrated ability to engage in inter-professional practice and collaborate with members of the multi-disciplinary health care team
- Demonstrated ability to establish and maintain positive working relationships
- Demonstrated effective collaboration, negotiation and conflict resolution skills
- Demonstrated effective oral and written communication skills
- Demonstrated decision making and problem-solving skills in complex situations
- Strong organizational skills and flexibility to meet the demands of the position
- Able to effectively perform the tasks and responsibilities of the position
- Proficiency with Microsoft Office and Electronic Medical Record applications.
- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00

## **WORK CONDITIONS**

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

## **SALARY SCALE**

As per MNU Collective Agreement

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate*