



POSITION DESCRIPTION

Position Title: Fetal Alcohol Spectrum Disorder (FASD) Diagnostic Coordinator
Department: Rehabilitation Services
Classification: FASD Diagnostic Coordinator
Union: MGEU Professional Technical
Approved by: Regional Lead – Community & Continuing Care
Date approved: December 12, 2018

REPORTING RELATIONSHIPS

Position reports to: Manager, Health Services – Rehabilitation Services
Positions supervised: None

POSITION PURPOSE

The FASD Diagnostic Coordinator facilitates and coordinates access to FASD diagnostic clinics and FASD support services for referred children and youth within Southern Health-Santé Sud. These services are offered in collaboration with the Manitoba FASD Centre, Rehab Centre for Children, located at Specialized Services for Children & Youth (SSCY). The Manitoba FASD Centre is responsible to provide oversight of clinical standards for the assessment and diagnosis of FASD to the FASD Provincial Diagnostic Coordinators. The FASD Diagnostic Coordinator, in conjunction with the Manitoba FASD Centre, provides a range of services relating to the referral, assessment and follow-up process, education to family and community, multidisciplinary team development, data collection and building of networks and community capacity within Southern Health Santé Sud.

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:

Intake Process

- Follows an established provincial referral intake process.
- Screens referrals following standardized criteria.
- Conducts intake interviews with parents/caregivers, including clarification of expectations, obtaining relevant family, social, educational history, pre-natal alcohol history as required, and description of current concerns.
- Assists referral sources, families, and youth to prepare for assessment.
- Completes transfer summaries and coordinator updates prior to assessment.
- Provides education to families, care providers and other members of the child's circle as required.
- Consults with relevant professionals in collecting data for assessment.

Coordination of Diagnostic Clinics

- Schedules assessments in collaboration with the Manitoba FASD Centre.
- Liaises between all community allied health care professionals (OT, SLP, Psychology and Social Work) and the assessment team.
- Receives community reports, facilitates referrals and coordinates attendance and involvement with the assessment and follow up.
- Facilitates completion of standardized questionnaires and obtains updated social and school information prior to assessment.
- Participates in the appointments as required at the Manitoba FASD Centre SSCY Centre.
- Coordinates regional clinics including collaboration with the FASD Centre Network Coordinator to confirm regional schedule, confirms appointments with families and others as required, facilitating the team discussion re: diagnostic outcome and recommendations.
- Takes photos for assessment purposes and enters data into software program.
- Participates in debriefing with family following assessment.

Follow-Up Support and Education

- Coordinates post-diagnostic education for children and youth, families, care providers and other members of the child's circle of support as required.
- Facilitates implementation of recommendations, including referrals.
- Provides short term follow-up and facilitates long term follow-ups as required.
- Assists with implementation of recommendations provided, for those not diagnosed with FASD.
- Coordinates local education events i.e. Building Circles of Support with the support of The Manitoba FASD Centre.

Statistics and Reporting

- Maintains up to date tracking record and submits to Manitoba FASD Centre on a quarterly basis.
- Provides up to date stats of referrals and assessments for quarterly reporting and annual report.
- Attends regular coordinator and steering committee meetings.
- Takes responsibility for own learning through activities such as reading relevant books and journals, accessing e-seminars, and attending relevant meetings, workshops and conferences.

Networking and Community Capacity Building

- Collaborates with regional agencies (school divisions, Southern Health-Santé Sud) to identify potential members of regional diagnostic team.
- Coordinates training for multi-disciplinary team development in collaboration with the Manitoba FASD Centre.
- Educates local health and social service providers in the referral and assessment process for FASD.
- Works with inter-sectoral and community FASD groups to assist with community capacity building for pre and post-assessment education and support e.g. community coalitions.
- Collaborates with community and inter-sectoral groups to create a positive social environment and promote strong partnerships to support children and families affected by FASD.
- Participates in ongoing resource development.
- 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. Performance Conversation to be completed at the end of the probationary period and at minimum every two years following.

QUALIFICATIONS

Education/Certification:

- Baccalaureate degree in a relevant allied health care discipline.
- Current registration in good standing with applicable association or college.

Knowledge required:

- Basic knowledge of Fetal Alcohol Spectrum Disorder.
- Broad knowledge of systems including child welfare, education and health.

Experience required:

- Minimum two (2) years' experience in direct client services with children and youth.
- Minimum two (2) years' working with families and relevant systems (e.g. Child welfare, Health Care, Education, Mental Health).
- Minimum two (2) years providing leadership in team or organization context, including workshop leadership.

Skills/Competencies/Conditions of employment:

- Demonstrated effective oral and written communication skills.
- Demonstrated effective decision making, and problem solving skills.
- Demonstrated organizational and time management skills.
- Demonstrated ability to build and maintain professional working relationships with management and staff within the region as well as appropriate outside vendors and agencies.
- Demonstrated ability to work both independently and as part of a team.
- 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

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 MGEU Professional Technical Collective Agreement

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.