



POSITION DESCRIPTION

POSITION TITLE: Palliative Care Services Project Coordinator	DEPARTMENT: Palliative Care CPAC Project
CLASSIFICATION: Project Coordinator	APPROVED BY: Regional Lead – Community & Continuing Care
UNION: Non-Union	DATE APPROVED: January 9, 2023

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Director, Health Services - Home Care, Palliative Care and Seniors

POSITIONS SUPERVISED: None

POSITION PURPOSE

Reporting to the Director, Health Services, the Palliative Care Services Project Coordinator is responsible to facilitate, implement, report and evaluate the palliative care project as well as manage the program budget. The goal of this position is to identify and improve Indigenous Health Care outcomes specific to Palliative Care by enabling opportunities for innovation and partnership with members of the Dakota Ojibway Tribal Council communities. The work involves research, analysis and engagement of community members and identification of potential models of care.

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 function include but are not limited to the following:

- Coordinates and manages the joint Canadian Partnership Against Cancer (CPAC) Palliative Care project between Dakota Ojibway Tribal Council and Southern Health-Santé Sud in collaboration with the Dakota Ojibway First Nation Project Coordinator.
- Works collaboratively with the Dakota Ojibway First Nation Project Coordinator, front line health staff, hospitals, other health care facilities, health centres and Southern Health-Santé Sud to identify gaps and concerns in health care services with specific emphasis to end of life care services.

- Interacts effectively with all partners in a mutually respectful manner.
- Exercises initiative and independent judgment, making decisions regarding prioritizing workload management, and changing work methods/procedures to improve efficiency.
- Recognizes, comprehends and appreciates the values, traditions and belief systems of Indigenous community members.
- Develops and implements a project evaluation framework and monitoring tools.
- Researches and gathers information on current palliative care resources and considers the implications of the lack of resources in an area.
- Integrates relevant statistics and indicators into the analysis process.
- Organizes, supports and conducts collaborative engagement in communities.
- Collects information by interviewing and coordinating meetings.
- Understands and respects local engagement strategies and protocols.
- Completes and submits monthly project reports to the steering committee, stakeholders, and funders.
- Provides guidance and feedback to the steering committee related to the evolution and outcomes of the project.
- Understands and adheres to the organization's norms and standards of ethical behaviors.
- Maintains strict confidentiality of all information.
- 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

- for communities, programs, clients and staff.

QUALIFICATIONS

EDUCATION/CERTIFICATION:

- Undergraduate degree in health-related discipline, Nursing, Social Work, Native Studies or Human Services and/or related training and experience will be considered.
- Minimum two (2) years experience in project management.

KNOWLEDGE REQUIRED:

- Knowledgeable in health programming within Southern Health-Santé Sud and the health issues impacting Indigenous communities.
- Knowledge of Dakota and Ojibway culture, language, and familiar with DOTC communities.
- Knowledge of palliative care and issues impacting Indigenous communities.

EXPERIENCE REQUIRED:

- Minimum two (2) years experience in project management.

SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:

- Ability to work flexible hours, and respond to priority calls and texts promptly, including in off hours, is an asset.
 - Proficiency in Microsoft Office (Outlook, Excel, Word and Power Point).
 - 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.
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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
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SALARY SCALE:

- Confidential
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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.