



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	FAMILIES FIRST COORDINATOR
<b>DEPARTMENT:</b>	PUBLIC HEALTH
<b>CLASSIFICATION:</b>	NURSE 4 (COMMUNITY HEALTH NURSE)
<b>UNION:</b>	MNU

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	CLINICAL TEAM MANAGER PUBLIC HEALTH
<b>POSITIONS SUPERVISED:</b>	FAMILIES FIRST HOME VISITORS

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## POSITION SUMMARY

The Families First Coordinator is responsible for the coordination and delivery of the Families First Program. The Families First Coordinator establishes work schedules and provides direct supervision to the home visitors as well as receives referrals and proceeds with parent surveys to determine families' needs. The Families First Coordinator works closely with each home visitor and the families they service to provide optimum support and learning opportunities for families in their own home. This position provides professional intervention where appropriate and maintains ongoing management of all cases in addition to liaising with the referring public health nurse and other professionals involved with the family. The Families first Coordinator provides consultation and advice on home visitors' issues according to the standards and guidelines. This position functions in a manner consistent with and supports the mission, vision and values of the Interlake-Eastern Regional Health Authority.

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## ESSENTIAL FUNCTIONS AND DUTIES

Function and duties include but are not limited to the following:

### Intake and Assessment

- Receives referral information.
- Reviews information, prioritizes, and determines the need for a parent survey, or redirects the referral appropriately.

- Ensures the case is registered on the Families First Monthly Summary.
- Conducts a comprehensive parent survey with the family to determine eligibility for in-home visiting and/or links the family to other community resources.

#### Care Planning and Case Coordination

- Analyzes data received from assessment, identifies client's needs and prioritizes same.
- Takes responsibility for implementation and coordination of the plan of care to meet client needs.
- Provides professional intervention where appropriate through providing counseling, teaching, guidance, crisis intervention, etc.
- Responsible for the ongoing management of the cases including development , monitoring, evaluation, reassessment, and adjustment of the plan of care always referring to family's goals and objectives
- Coordinates communication/ongoing referrals between the family and the referring public health nurse and other providers in order to provide best service.

#### Case Load Management

- Communicates regularly and helps to coordinate each home visitor's caseload in order to meet the clients and program demands effectively.
- Is available to home visitors for advice and consultation on complex cases.
- Ensures data collection and submission of statistics to Healthy Child Manitoba and Clinical Team manager

#### Supervision

- Consults with the clinical team manager for recruitment of new staff.
- Orientation of new home visitors. Ensures that a complete orientation is provided to each newly hired home visitor prior to assignment of clients.
- Supervision of Home Visitors
  - Conducts weekly/bi-weekly case reflections with each home visitor.
  - Conducts quarterly supervisory visits in clients' homes to assess, monitor, provide support for each home visitor's plan of care.
  - Conducts a formal performance appraisal of each home visitor in accordance with IERHA Human Resource policy
  - Identifies learning needs and develops a plan demonstrating the strengths and areas of improvement for each home visitor's performance strengths and weaknesses and provides opportunities for professional development.
  - Participates in development of policies and procedures for home visitors and supervisors.

#### Program/Resource Planning

- Gathers information on available community resources and agencies that provide assistance and support to clients within the Families First program
- Takes initiative to act as a liaison with other service providers and networks.

#### Team Participation

- Attends and participates at regional FF program meetings
- Represents FF program and provides updates to the PHN team

- Working within a team of FF coordinators.

#### Education and Development

- Participates in the orientation of new staff.
- Contributes to the educational experience of assigned students.
- Participates in studies and research related to the Program.
- Keeps current of developments within own discipline as these relate to the Families First Program.

#### OTHER

- Performs other duties as assigned.

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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:

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#### QUALIFICATIONS

##### EDUCATION/CERTIFICATION:

- Baccalaureate degree in Nursing.
- Currently registered and a member in good standing with College of Registered Nurse of Manitoba

##### REQUIRED KNOWLEDGE:

- Working knowledge of the collective agreement

##### EXPERIENCE REQUIRED:

- Two years current experience in public health nursing;
- Experience in a Families First program supervisory capacity preferred
- Parent survey and Core training required

##### SKILLS/COMPETENCIES:

- Excellent oral and written communication skills
  - Good physical and mental health to meet the demands of the position
  - Ability to work independently with a minimum of supervision
  - Ability to maintain positive working relationships with staff in a multi-disciplinary team based working environment
  - Valid drivers license and be willing to travel
  - Completes and maintains a satisfactory pre-employment security check.
  - Satisfactory employment record.
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**WORK CONDITIONS**

- The incumbent functions autonomously on a day-to-day basis and manages assigned duties accordingly.
- Will be required to travel throughout the region as duties may require.
- Require a road worthy vehicle, a valid driver’s license and liability insurance of at least \$1,000,000.00.
- No hazardous or significantly unpleasant conditions.
- Available to work evenings and /or weekends

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**WORKPLACE SAFETY AND HEALTH**

The incumbent contributes to making the organization safe for clients and staff and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.

- Provides a safe environment by ensuring adherences to Workplace Safety and Health Regulations and Policies, Infection Control Guidelines, WHMIS and Safe Work Procedures. Immediately investigates and recommends corrective action on any unsafe acts, work conditions, incidents, near misses, injuries or illnesses.
- Demonstrates understanding of role and responsibilities in fire prevention and disaster preparedness and participates in safety and health training programs including the health facility’s Fire, Disaster and Evacuation Plan.

**PATIENT SAFETY**

- Ensures patient safety and patient safety activities are emphasized throughout orientation, training and ongoing performance evaluation and mentoring. Supports an environment which avoids, prevents and corrects all activities or actions which may result in an adverse outcome in the delivery of health care services. Patient safety is a standing item for all individual and departmental meetings.

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Created: \_\_\_\_\_  
Date

Revised: \_\_\_\_\_  
January, 2014  
Date

Approved by: \_\_\_\_\_  
Regional Manager/ Supervisor Date

Approved by: \_\_\_\_\_  
Vice President/ CEO Date

Reviewed by: \_\_\_\_\_  
Executive Director, Human Resources Date

*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.*