

IDENTIFICATION

Position Number	Position Title		
88-NEW 27-11691	TB COMMUNITY WORKER		
Department		Division/Region	Location
DOGRIB COMMUNITY SERVICES BOARD		RAE HEALTH CENTER	RAE EDZO, NT

PURPOSE OF THE POSITION

(Main reason why the position exists, in what context and what is the overall end result.)

Reporting to the Nurse-In-Charge, the incumbent is responsible for the delivery and maintenance of services that fall within the Tuberculosis Program, one of the core Public Health Programs in the Rae Health Center. The incidence of Tuberculosis in the NWT occurs at levels close to ten times higher than the Canadian average and Rae is a community that continues to experience cluster outbreaks of the disease. The Tuberculosis Program exists to achieve the Department of Health and Social Services TB mandate to reduce the number of TB cases to the national level by 2005 and to provide services to existing TB clients following the NWT Tuberculosis clinical guidelines. The TB Community Worker prevents, reduces and minimizes the incidence of disease, disability and death by providing these services.

SCOPE

(Describe in what way the position contributes to and impacts on the organization.)

This position is located in Rae but also oversees Tuberculosis management of Wekweti. The position works collaboratively with a Registered Nurse who is assigned to the program 2 days per week and together they plan for the implementation and delivery of the program. The incumbent plays a key role in the delivery and quality assurance of X-ray services in the Rae Health Centre. They must be able to work independently, act as the key translator for the program and liase between the clients, community, health care professionals and Communicable Disease consultants in the Department of Health and Social Services. Their recommendations impact patient care directly on a daily basis and contribute to the revision of Tuberculosis standards and guidelines for the NWT.

RESPONSIBILITIES

(Describe major responsibilities and target accomplishments expected of the position. Describe the typical problems encountered in carrying out the responsibilities. For management positions, indicate the subordinate position(s) through which responsibilities are accomplished.)

- 1. Coordination and delivery of services to clients with Tuberculosis in the community. Confidentiality must be observed in dealing with client conditions and their care.**

Main activities:

- Direct observed therapy (DOT) for all clients on TB medication. Includes medication delivery to school children, infirm, elders.
- Creation and maintenance of patient TB charts. Filing of appropriate lab results, X-ray reports, medication records and physician consults. Filing of immunization records.
- Interviewing and monitoring client symptoms as they relate to TB and TB drug therapy.
- Documentation of client findings in TB chart. Documentation of DOT medication administration in client TB chart.
- Interviewing clients and families to determine contact tracing priorities and circles.
- Consultation and exchange of client information with nurses and other health care facilities as appropriate.
- Locates clients and informs them of their disease status or need for screening
- Reading of Mantoux skin tests and documentation and appropriate reporting.
- Taking and developing X-rays of all TB clients in Rae.
- Completes reporting requirements for Population Health TB Program in Department of Health and Social Services.
- Interprets, teaches and counsels clients about TB, signs and symptoms, medications, self care and Public Health Requirements of DOT and the TB Program.
- Refers clients to other agencies and departments as needed.

2. Maintains TB Surveillance Program and promotes TB prevention campaigns as means of reducing TB incidence in community.

Main activities:

- Enters data on TB surveillance activities such as Mantoux screening, Chest X-ray and sputa dates into TB computer registry which is later down loaded to Population Health for surveillance and statistical purposes.
- Locates and informs clients about their need for TB screening.
- Assists nurses with organization of school TB screening program.
- Reads Mantoux skin tests and documents and reports as appropriate.
- Takes and develops X-rays and documents as appropriate.
- Interprets, teaches and counsels clients and community about the need for TB surveillance as a method to decrease incidence of disease.

3. Ensures maintenance and quality assurance of the Rae Health Centre X-ray room and equipment.

Main activities:

- Takes inventory of X-ray supplies and reports ordering needs to Nurse-In-Charge.
- Performs inspections of X-ray room, equipment and reports problems to NIC
- Performs routine daily maintenance of X-ray machine, Developer and chemistry
- Performs weekly cleaning of X-ray processor
- Performs quality assurance checks on X-ray machines and settings and reports problems with film quality to NIC

- Monitors dosimetry as part of Health and Welfare Radiation monitoring for all staff who do X-rays.
- Files X-rays and related reports in X-ray room and patient charts

4. Performs other related duties to assist with administration of Health and Social Services in the Dogrib Region.

Main activities:

- Performs general office duties, e.g. answer telephones, files, responds to general correspondence, photocopying, faxing
- Maintains monthly statistics for the TB program
- Makes recommendations to the NIC to improve procedures, services, etc.

KNOWLEDGE, SKILLS AND ABILITIES

(Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.)

- The responsibilities of the position require a specialized knowledge of Tuberculosis and the NWT Tuberculosis standards and guidelines which is acquired through past work experience and orientation at Population Health in the Department of Health and Social Services. The position also requires basic knowledge of radiology, normally acquired through past experience in a Health Centre setting and an ability to learn on the job. Completion of the Mohawk College Basic Radiology Worker Certificate Program would be an asset. Grade 12 is required.
- Must have some basic computer literacy with word processing. Experience with data entry is an asset.
- The incumbent should have knowledge of the NWT Health and Social Services system, NWT geography and cultures.
- Incumbent must have good communication, interpersonal and organizational skills. They must have the ability to provide translation services. Fluency in Dogrib is required.
- The ability to work independently with minimal supervision
- Valid driver's license is required
- Responsibilities require 1-2 years of related work experience and experience dealing with the public. Must have excellent telephone communication skills and interpersonal skills, organization and time management skills and good decision making skills.

WORKING CONDITIONS

(List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(Indicate the nature of physical effort leading to physical fatigue.)

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- Physical setting of work changes daily as often searching for clients in various places in community such as home or work, school. Driving in car daily. Mod - high
- Exposure of hazardous goods such as infectious body fluids, following universal precautions, X-ray chemicals daily. Mod-high

Environmental Conditions

(Indicate the nature of adverse environmental conditions to which the incumbent is exposed.)

- Almost daily exposure to contagions: sputums and blood and other body fluids. Repeated exposure to clients known to be infected with Tuberculosis - intensity high.

Sensory Demands

(Indicate the nature of demands on the incumbent's senses to make judgments through touch, smell, sight and hearing and judge speed and accuracy.)

- ability to perform duties in distracting environment of busy health centre and differing client settings daily, intensity moderate
- must have well developed tactile senses to read Mantoux skin tests

Mental Demands

(Indicate conditions that may lead to mental or emotional fatigue. See User Guide for examples.)

Work is mentally stressful because of complex nature and need to communicate effectively and quickly with the public and health professionals who may be anxious and upset due to diagnosis of communicable disease. On occasion, incumbents receive verbal abuse (and on rare occasions are at risk for physical abuse), therefore patience, tact, and sound judgement are required as well as non-violent crisis intervention techniques. More risk if seeing clients in their home. Incumbents also deal with cultural differences and language barriers, which can be frustrating. Incumbents must work in small communities that lack anonymity. Daily, Mod-high