



IDENTIFICATION

Department	Position Title	
Department Health and Social Services	Health Planner, Rehabilitation Services	
Position Number(s)	Community	Division/Region(s)
49-12583	Yellowknife	Seniors and Continuing Care Services

PURPOSE OF THE POSITION

The Health Planner - Rehabilitation Services is responsible for developing, coordinating and planning the implementation of the Integrated Services Delivery Model (ISDM) rehabilitation core services area for the Northwest Territories Health and Social Services system. The Health Planner will plan the evaluation of rehabilitation services across the territory to ensure effective integration of current rehabilitation positions, and human resources required for expansion of rehabilitation services throughout the NWT. In addition, the incumbent will plan the development and implementation plan of the rehabilitation aides training program and the integration of rehabilitation aides into the service delivery model.

The Health Planner will work collaboratively with the Northwest Territories Health and Social Services Authority (NTHSSA), rehabilitation professionals, health Regions including, hospitals, home care programs, long term care facilities, educators, agencies and other stakeholders to identify, develop, and plan the expansion of sustainable and efficient rehabilitation programs and services throughout the NWT. The incumbent will ensure effective development and deployment of new resources, expansion of services, and the integration of rehabilitation services into the service delivery model. The Health Planner will provide expert advice and make recommendations to senior management in the Department of Health and Social Services (DHSS) on matters related to the expansion and provision of rehabilitation services throughout NWT.

SCOPE

Located in Yellowknife, and reporting to the Manager, Services for Persons with Disabilities, the Health Planner, Rehabilitation Services provides strategic planning and consultative services to the Northwest Territories Health and Social Services Authority (NTHSSA), the Hay

River Health and Social Services Authority, (HRHSSA) and the Tlicho Community Services Agency (TCSA), NTHSSA, and other local health regions in support of the DHSS objectives. This position offers support to departmental consultants, the departmental executive, other government social envelope partners and other stakeholders (indigenous, federal, provincial, territorial and regional).

The Health Planner, Rehabilitation Services is responsible for collaborating with co-workers, other government departments, non-government organizations, boards and agencies in developing, expanding, monitoring and improving rehabilitation programs and services in the NWT. This involves extensive consultation, partnering and frequent communication with stakeholder representatives who may have conflicting interests and perspectives.

This role is accountable for leadership in rehabilitation services, in developing program and education standards, in addition to operational policies and guidelines that will ensure accessible, sustainable and high quality rehabilitation programs and services. The incumbent has significant latitude and freedom to act in developing and supporting the implementation of program strategies within the established legislation and direction of the Department.

The position involves working individually and concurrently on multiple projects of varying complexity that involve several or all health and social services authorities. The incumbent completes many of their tasks by leading teams and consulting with stakeholders. Using project teams, the Health Planner – Rehab Services identifies priorities, develops short and long-term plans for identified projects, and coordinates and/or reviews project work assigned to the members. The incumbent is guided by strategic and operational objectives of the Division and the Department and has broad latitude in the management and conduct of the projects he/she undertakes. Supervision is provided at milestones.

This position plays a key role in achieving the priority seven (7) commitments of Our Elders, Our Communities through the Continuing Care Service Delivery Action Plan with many of the actions involving the planning and integration of continuing care services.

This position has regular and intrinsic contact with departmental and health region employees and Non-Governmental Organizations (NGOs) who manage continuing care operations for their respective areas and advocacy groups. This participation is critical to affect change and improvements to the management of service delivery and productive information sharing. Positive management and credibility of the NWT continuing care system is directly related to effective planning and monitoring.

This position also leads the development of performance measurements to ensure that Department, NTHSSA and contracted services are focused on results that meet the health and well-being needs of residents in the NWT.

RESPONSIBILITIES

1. Lead the development, coordination and implementation of the expansion of rehabilitation programs and services across the Northwest Territories to ensure residents/patients are receiving appropriate quality rehabilitation care.

- Identify and implement appropriate distribution of rehabilitation professional teams across the NWT, i.e. occupational therapy, speech and audiology and physiotherapy services.
- Develop and implement strategies for the effective integration of rehabilitation positions into NWT's health care system.
- Facilitate co-operation and collaboration between rehabilitation teams to ensure equitable access of services.
- Develop and implement rehabilitation service delivery model and standards for the NWT.
- Ensure effective integration of rehabilitation programming within GNWT programs such as long-term care, home-care, supported living, childhood development initiative, school and education programs.
- Work with NTHSSA to identify strategies for areas that are under serviced due to vacancies and develop training opportunities to ensure quality care and best practice.

2. Provide expert advice on program requirements regarding rehabilitation services, and is responsible for developing and fostering a positive working relationship with the NTHSSA, the Department, NGOs, and other stakeholders to assess and deliver the type and level of support required to ensure the delivery of effective rehabilitation care programs and services.

- Provides expert advice for the consideration of the Deputy Minister and the Minister of Health and Social Services on the design and delivery of rehabilitation programs, services and facilities.
- Researches, reviews, and recommends new or improved legislation, regulations, standards, policies and guidelines for new or improved programs and services.
- Develops a positive working relationship with Health and Social Service Authorities and NGOs to assess and provide the level of support required by Authority rehabilitation programs.
- Leads and facilitates Authority personnel and NGOs to meet program requirements and identify strategic direction for rehabilitation services in line with Departmental direction.
- Makes recommendations on the resources, both human and fiscal, that will effectively and efficiently meet the short-term and long-term rehabilitation care needs of territorial residents.
- Conducts research and analyses on developments and best practices in rehabilitation services as they affect departmental policy regarding the delivery of continuing care services across the continuum.
- Develops and implements planning frameworks that meets the short-term and long-term rehabilitation needs of territorial residents.

3. Conducts planning, monitoring, implementation and/or refinement of territorial wide primary health care services and standards to ensure the services meet national quality standards and are delivered in the most effective and efficient manner.

- Develops, implements, and maintains a rehabilitation monitoring and evaluation tool that considers NWT legislation, GNWT standards and policies, risk management and quality assurance standards.
- Develops monitoring and reporting systems for use by the authority, and assists authority in compliance with reporting.
- Develop and collaborate with the NTHSSA to audit facility/care provider operational standards.
- Monitor activity levels of continuing care services, including in-facility placement.
- Assesses staffing and operational resources to ensure quality care using evaluation tools and benchmarks developed and/or agreed on by the Department.
- Develops an annual "report card" on the provision of continuing care services in the NWT.
- Regularly assesses and reports on the performance and services provided by rehabilitation programs.

4. Continually assesses the evaluation tool(s) and adjusts per changing standards, practices and system requirements.

- Conducts analysis of demographic and health/disability trends to ensure appropriate supported rehabilitation care planning.
- Research best practice in supported rehabilitation care.
- Evaluate all capital infrastructures to ensure that all existing and new supported rehabilitation programs meet program requirements.
- Researches, designs, develops and implements rehabilitation care standards and policies.
- Advises on capital infrastructure requirements.
- Prepare costing on future trends for strategic and business planning processes.
- Provides input into departmental planning of technology standards and systems to ensure data collection, telehealth, medical equipment and other technology supports primary health care principles and is appropriate for the competencies of the end user.

5. Engages stakeholders in the planning and delivery of an integrated service delivery model to ensure that departmental strategies are met.

- Ensure effective placement, coordination, and rationalization of rehabilitation services in the NWT.
- Actively participates in the development and delivery of primary health and continuing care services that support the NWT Integrated Service Delivery Model, the continuum of care, human resource plans and NWT funding models.
- Provides leadership and coordinates the resources required assist authority and the GNWT to develop strategic plans which will enhance rehabilitation services.
- Regularly presents, to a wide range of audiences, general and technical briefings on topics related to projects and initiatives.

- Oversee the implementation of the program and service standards, working collaboratively with stakeholders in the DHSS, NTHSSA, HRHSSA, TSCA, and NGO's.
6. **Review and refine the roles and responsibilities of rehabilitation professionals to support service integration, a collaborative delivery system, and design and monitor the necessary training requirements of all rehabilitation professionals.**
 - Identify gaps or overlaps in the roles and responsibilities of rehabilitation professionals and aides within their scope of practice.
 - Works with the Authorities and the NWT Rehabilitation Advisory Committee to develop alternative options for the effective and efficient delivery of services within each service area and within a coordinated and integrated system.
 - Works with the Authorities and the NWT Rehabilitation Advisory Committee to redefine the roles and responsibilities, within the integrated services delivery system, of rehabilitation professionals and aides.
 - Identify training gaps or needs to inform training program priorities.
 - Identify possible partnerships with northern and southern institutions regarding curriculum development and program delivery.
 - Develop knowledge and skill assessment requirements for NWT rehabilitation aides in speech, occupational therapy and physiotherapy.
 - Design curriculum requirements and core competencies.
 - Develop a NWT rehabilitation aides' education program for speech, occupational therapy and physiotherapy.
 7. **In order to maintain clinical competence and expertise, the incumbent may be assigned short term clinical rotations at health facilities operated by the health authorities in clinical roles consistent with the incumbent's knowledge, skills and abilities.**
 8. **Supports the division, directorate and/or the Minister through investigating and/or addressing issues, developing correspondence, writing briefing notes, developing submissions or position papers.**
 9. **Other duties as assigned.**

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Competing demands around deadlines can lead to some degree of mental stress.

KNOWLEDGE, SKILLS AND ABILITIES

- Expert and seasoned experience in community based rehabilitation services.
- Knowledge of best practices and a conceptual understanding and sensitivity of the broad range of health and social services provided in the NWT, the accompanying departmental objectives, procedures and policies related to the Integrated Services Delivery Model.
- Knowledge of legislation, and legal processes relating to rehabilitation, as well as education program development.
- Ability to work within, across, and externally the organization in a collaborative way with an ability to inspire, influence and persuade.
- Strong research, analysis and evaluation skills to conduct reviews comprehensively, to compare, analyze territorial practices against evidence based and accepted national and or territorial standards.
- Ability to develop new programs, and to facilitate creative problem solving using a situational approach.

Typically, the above qualifications would be attained by:

A Master's degree in a rehabilitation discipline (i.e. rehabilitation therapy, occupational therapy) with 3 – 5 years related work experience or a combination of education and experience equivalent. This position must maintain a current license to practice in a Canadian jurisdiction.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language: Choose a language

- ☐ Required
☐ Preferred