



IDENTIFICATION

Department	Position Title	
Northwest Territories Health and Social Services Authority	Territorial Specialist, Public Health	
Position Number	Community	Division/Region
48-17378	Yellowknife	Public Health and Primary Care Services/Territorial Operations

PURPOSE OF THE POSITION

The Territorial Specialist, Public Health (Specialist) is responsible and accountable for managing the strategic planning, monitoring, implementation, and evaluation of an organized territorial Public Health Program in accordance with best practice and the shared vision of the Northwest Territories Health and Social Services Authority (NTHSSA). This position will collaborate with Territorial, Regional, and professional practice leadership to establish performance improvement activities, and work to ensure that the competency of NWT Health and Social Services personnel is maintained.

SCOPE

The NTHSSA is the single provider of all health and social services in the Northwest Territories (NWT), with the exception of Hay River and Tłı̄chǫ regions, covering 1.2 million square kilometers and serving approximately 43,000 people, including First Nations, Inuit, Metis, and non-aboriginals. Health and social services includes the full range of primary, secondary and tertiary health services and social services including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 health and social services staff.

While the Tłı̄chǫ Community Services Agency (TCSA) will operate under a separate board and Hay River Health and Social Services Agency (HRHSSA) will in the interim, the NTHSSA will set clinical standards, procedures, guidelines and monitoring for the entire Northwest Territories. Service Agreements will be established with these boards to identify performance requirements and adherence to clinical standards, procedures, guidelines and policies as established by the NTHSSA.



Under the direction of the Minister of Health and Social Services, the NTHSSA is established to move toward one integrated delivery system as part of the government's transformation strategy.

Reporting to the Territorial Manager of Public Health, the Specialist provides expert advice and makes recommendations on matters related to the design, delivery and utilization of public health services and disease prevention and control strategies. Through the use of evidence-based planning, monitoring and evaluation techniques the incumbent ensures that public health services and disease prevention strategies are designed and delivered effectively, efficiently, meet the needs of NWT residents, and is responsible for providing reporting on quality outcomes.

The Specialist will be called upon to address a variety of issues on a daily basis. These can range from addressing client's complaints, providing briefing notes to the Director of Public Health and Primary Care Services (Director), providing advice and direction to other Territorial Leads, Territorial Specialists, and Regional Managers, and representing the NTHSSA in meetings, or conferences.

The Specialist will help guide practice based on the shared vision of the NTHSSA. The incumbent will foster and sustain interdisciplinary partnerships to advance professional practices and develop the work force as a territorial lead. This position is expected to role-model vigilance in ensuring the highest of quality care.

The incumbent identifies priorities, develops short and long-term plans for identified projects, and coordinates and/or reviews project work. The incumbent is guided by strategic and operational objectives of the NTHSSA. The incumbent deals with people in a variety of organizations on sensitive issues where there are frequently changing priorities, conflicting interests and perspectives.

The incumbent will provide leadership, training, planning and support to Public Health Nursing and their support staff.

The incumbent will be required to apply project management methodology, including but not limited to: project planning, risk management and contingency planning, communication, monitoring and project and program evaluation techniques to ensure that project implementation is done efficiently and effectively, and the outcomes meet all project requirements.

The Specialist will develop plans for and oversee the implementation of the Public Health Program in collaboration with Department of Health and Social Services (DHSS), HRHSSA and TCSA. The potential areas for inclusion in this project/program cover a wide range of services that will impact a significant number of staff in all NTHSSA regions, as well as other HSS



Authorities and DHSS. Successful implementation of the project plans cannot be realized without highly effective coordination and planning, with specific attention required to change management.

This position will be supporting changes to unique territorial services and initiatives that are often unique nationally. Any changes, plans or analysis will require a high degree of system understanding with often limited to no known information, precedence, or theory to guide decision making. This position will be responsible for utilizing and reporting on Quality Indicator initiatives and will need to be comfortable and familiar with Authority approved indicator frameworks and trainings.

This position may be asked to supervise students and interns based on the needs, demands and funding of this project/program. This position will be required to provide acting coverage for the Territorial Manager, Public Health.

RESPONSIBILITIES

1. Establishes procedures and processes, in consultation with NTHSSA management in order to support quality improvement and efficiency in the implementation of the Public Health Program in the Northwest Territories.

- Uses evidence-based practice to collaborate in the planning, development and evaluation of public health programs, services, and policies with a focus on quality improvement.
- Provides reporting on quality outcomes indicators to NTHSSA senior management.
- Collect and document demographic and statistical information, using internal indicator monitoring and utilizing tools such as Practice Search.
- Coordinates and assists with the creation, review and update of the policies and procedures for the program on a regular basis as per the NTHSSA Policy Framework.
- Maintains an acute awareness and knowledge base of public health issues, communicable disease control and immunization programs and project/program planning.
- Engages stakeholders to understand the needs of the various communities of the NWT to collaborate on the development of a territorial public health program.
- Ensures appropriate allocation of resources available to the program.
- Develops a work plan, which is reviewed by NTHSSA Management, to outline the goals for the Specialist and to provide a basis for measurable outcomes.
- Builds working relationships with public health service areas, stakeholders and the DHSS to ensure program success in addition to identifying each respective roles and responsibilities.
- Identifies issues related to medical information, security, and databases.



- 2. The Specialist develops, presents and participates in information and education sessions on public health and immunizations to NWT health care professionals.**
 - Consults with and advises other divisions, health professionals, health and social services authorities and community and Aboriginal groups concerning disease prevention and control programs and the effective and efficient use of resources
 - Identifies the need and assists in the development of promotional material concerning disease prevention and control
 - Identifies the need and assists in the development of educational programs related to communicable disease and population health for regional health and social services authorities and health care providers
 - Coordinates education for all health care providers in the NWT with regard to public health service standards

- 3. Assesses the variability in public health practice settings within the authority to determine areas in which to improve client care/service outcomes, quality, or efficiencies.**
 - Establish tools and processes for communicating and collaborating with direct care staff.
 - Support, coach and mentor others to succeed with changes occurring.
 - Provide expertise, mentorship and guidance to public health staff and managers.
 - Assist with the development of a system for continuous quality improvement activities within the public health services.

- 4. Evaluate public health client care/service excellence from a structure, process and outcomes framework.**
 - Select and monitor evidence-based client care/service, provider and system outcomes and measure progress toward organizational delivery goals.
 - Ensure sustained use and spread of NTHSSA guidelines within the NTHSSA, TSCA, and HRHSSA.
 - Monitor outcomes related to leadership, practice, education and research.

- 5. Provides direction on public health programs including Maternal Child, Communicable Diseases, and School Health. Within these programs are various services including but not limited to health promotion, Well-Child clinics, pre- and post-natal classes, home visits, vision, hearing, speech and developmental testing, immunization clinics, Travel Clinic, promote a healthy lifestyle and enhance community wellness.**
 - Ensure delivery of a wide variety of public health clinics and services both mandated, and ones developed in response to community needs in accordance to approved NWT Standards.



- Evaluate community health programs on a continuing basis and modify programs for appropriateness,
 - Act as a resource for other community-based health care workers,
 - Participate in committees, task forces, and research projects as related to the specialty programs.
- 6. Champion inter-professional collaboration among nursing, medical and allied health professionals to achieve optimal client care/service outcomes and effective integration of care.**
- Establish and maintain effective relationships with staff, and regional managers.
 - Work with the Director to prepare briefing materials, and advise on contentious issues, special client needs, program revisions, and expansions.
 - Participate on various committees to help ensure the provision of quality services and coordination of services on local, regional, and territorial level.
 - Advise the Director of significant developments in public health services that could have implication for operations, including making recommendations for corrective actions.
 - Role model inter-professional relations for quality care and management practices.
- 7. Champion safety, quality care and evidence-based practice.**
- Promote evidence-based models of care to nursing, medical and allied health professionals.
 - Promote clinical/service and frontline management decisions that are client centered.
 - Promote and inspire management practices that support staff health, safety and well-being.
 - Create and support a professional learning environment to mobilize and enhance the clinical expertise of staff.
- 8. Assists and supports the Territorial Manager, Public Health and/or Senior Management/and members of the public health team as requested.**
- May be requested to act in the role as the Territorial Manager; this would include assuming responsibility for the Territorial Public Health Program and fulfilling the requirements of the position of Territorial Specialist – Public Health position.
 - Champions inter-professional collaboration among nursing, medical and allied health professionals to achieve optimal client care/service outcomes and effective integration of care.
 - Works with TMPH to prepare briefing materials, advice on contentious issues, special program needs, program revisions, and expectations.



- Advises the Director of Public Health and Primary Care Services and the TMPH of significant developments in public health services that could have implications for operations, including making recommendations for corrective actions.
- Role models inter-professional relations for quality care and management practices.
- Provides orientation to new program staff.
- Acquires more information on a particular incident, and reports the findings to the TMPH, and/or Senior Management.
- Participates in and represents the NTHSSA on regional and territorial committees, as requested.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

Incumbent experiences uncontrolled workflow, overlapping demands and numerous interruptions that could cause disruption in carrying out duties in a timely manner.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of program management.
- Ability to develop and maintain positive working relationships with individuals, agencies, elected community leaders, and employees in order to communicate program information, including the ability to obtain and respond to feedback from these individuals.
- Interpersonal skills including effective communication, coaching and motivation in order to provide leadership to Public Health Nursing and their support staff.
- Ability to apply creative and innovative approaches to policies and health to meet territorial needs.
- Knowledge of administrative policies and practices to territorial systems, including the development of policy, procedures and clinical tools.
- Skilled in project management in order to assist with the development and evaluation of the Territorial public health program to ensure effective service delivery.



- Knowledge and ability to design and facilitate a change process; skilled in group dynamics and conflict resolution.
- Ability to build solid partnerships and strategic alliances based on trust and to work with a variety of people from different backgrounds and personalities.
- Communication skills including listening, observing, identifying and reporting.
- Knowledge and ability to use a variety of intervention and prevention methods, and determine which method is most appropriate at any given time.
- Organizational, time management, analytical, facilitation, and presentation skills to manage multi-disciplinary responsibilities in a timely and effective manner.
- Skilled in total quality management or continuous quality improvement processes.
- Skilled in continuous quality improvement processes.
- Ability to maintain required certification and competency in the administration of immunizations such as the Education Program for Immunization Competency (EPIC).
- Knowledgeable of the CNA Code of Code of Conduct and CANNN Standards.
- Ability to work in an electronic environment, including but not limited to the Electronic Medical Records (EMR), word processing programs, electronic databases and spreadsheets, virtual communications programs, and other computer systems as needed.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

A Baccalaureate in Nursing plus two (2) years recent experience of a clinical health care setting with at least one (1) of those years of experience being in Public Health or Community Health.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Must be eligible for registration with CANNN.

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 applicable)

- 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

Indigenous language: Select language

Required

Preferred