



IDENTIFICATION

Department	Position Title	
Health and Social Services	Manager, Communicable Disease Control	
Position Number	Community	Division/Region
49-13289	Yellowknife	Health Protection / HQ

PURPOSE OF THE POSITION

The Manager, Communicable Disease Control is responsible for leading the development, implementation, and consistent delivery of communicable disease control measures, standards, guidelines and protocols for the prevention and control of communicable disease, outbreak response and provision of immunizations in all Northwest Territories (NWT) health care facilities and public health units.

SCOPE

Located in Yellowknife, the Manager, Communicable Disease Control (Manager) reports to the Director, Health Protection (Director) and is responsible for the efficient and effective operation of the Communicable Disease Control Unit (Unit) which is located in the Office of the Chief Public Health Officer (OCPHO). The Manager's primary function is to provide strategic direction to the Communicable Disease Control Unit (CDCU) in collaboration with Health System partners through territorial leadership and oversight of communicable disease control, surveillance, and immunization programs. The Manager ensures consistent service delivery across Health and Social Services Authorities (HSSAs) is communicated and compliance with the NWT *Public Health Act*, associated regulations, and territorial standards are implemented. Responsibilities include oversight of communicable disease case and contact management activities, coordination of specialist resources, and support for health care provider responses to communicable disease investigations and outbreaks.

The direct reports to this position are responsible for oversight and program delivery related to prevention and control of communicable disease and immunizations including a nursing leadership role in the planning, development, coordination and auditing of programs and services relating to the delivery of public health delivered throughout the NWT. Unit staffing includes Senior Communicable Disease Specialist, and Territorial Lead, Sexually Transmitted and Blood-Borne Infections positions. The Manager has overall responsibility for program and



service functions of the Unit, which includes ensuring the Unit's work plan is consistent with the Department of Health and Social Services (DHSS) and HSSAs strategic and business plans and managing the Unit's budget and human resources.

The Manager is appointed as a Public Health Officer under the NWT *Public Health Act*. By virtue of this appointment and delegation of responsibilities received from the Chief Public Health Officer (CPHO), the incumbent has the priority and statutory duty to enforce the NWT *Public Health Act* and accompanying regulations as appropriate. Working within the OCPHO, the incumbent is expected to provide timely, and sometimes urgent, direction and advice concerning the management and control of communicable disease thereby ensuring the safety and health of the NWT population.

The Health Protection Division is responsible for protecting and promoting the health of NWT residents through public health legislation, communicable disease prevention and control, population health surveillance, emergency preparedness, immunization programs, public health guidance, and collaboration with territorial, national and Indigenous partners. The Manager contributes to territorial policy, standards and program delivery that support evidence-informed and culturally safe practices related to communicable disease across the NWT.

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

The NTHSSA is the single public provider of all health and social services in the NWT, with the exception of Hay River and Tłı̨chʔ regions. In addition, there are additional out of HSS system groups who provide services such as private industry, paramedical services, corrections and other groups who will need to report to OCPHO. The NWT covers 1.2 million square kilometers and serves approximately 43,000 people, including First Nations, Inuit, Métis and non-indigenous. HSS includes the full range of primary, secondary, and tertiary HSS including family services, protection services, care placements, mental health, addictions, and developmental activities, delivered by more than 1,400 HSS staff.

Health Authorities, boards and agencies may operate under a separate governance, however the NTHSSA will set operational clinical standards, procedures, guidelines and monitoring for the entire NWT. 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 DHSS and NTHSSA. Agreements do not take precedence over legislative requirements.

This position requires direct work with territorial and regional Managers accountable for public health and communicable disease control services and regional Chief Operating Officers



(COO) to provide strategic guidance in the consistent delivery of quality public health and communicable disease prevention programs. The decisions and recommendations made by the incumbent will take into account unique needs in given regions, but with the goal of having the optimal territory-wide impact on communicable disease and immunization outcomes, including the effectiveness and efficiency of human resources, and program and service delivery. This requires consultation and research to ensure that decisions are made in accordance with the DHSS and HSSA strategic direction, clinical best practices, effective use of funding and the real needs of NWT residents.

Leadership includes the planning, implementation, maintenance, auditing and evaluation of territorial immunization and communicable disease programs and standards across the NWT. The Manager establishes unit priorities, oversees quality improvement initiatives, and in collaboration with the Manager, Public Health Planning and Preparation, ensures accountability for territorial performance indicators and program outcomes.

This position carries out its responsibilities in accordance with GNWT legislation and related Acts and policies. The incumbent must work within the terms of any agreement reached with the NWT unions.

The incumbent interacts with people in a variety of organizations on sensitive issues where there are frequently changing priorities, conflicting interests and perspectives. The incumbent is required to problem solve on matters involving monitoring and evaluating the management of people affected by communicable diseases and directing action in relation to the health protection of an individual or the public at large, including when providing after-hours coverage. The Manager is required to have a regular on-site presence to support timely collaboration, communication, and decision-making related to communicable disease management; including the on-site requirement to receive information from the OCPHO Reporting Line and confidential medical fax machine. There will be frequent interaction with colleagues, epidemiologists, environmental health officers, CPHO and other partners to assess emerging issues, coordinate responses, and address urgent public health matters as they arise.

The incumbent may be expected to travel on occasion to support auditing functions and attend meetings. Extended workdays due to an outbreak scenario or operational requirement may be required with virtual redeployment to support surge response if necessary.

RESPONSIBILITIES

- 1. Uphold and consistently practice personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.**



2. Provide strategic direction, operational oversight and expert advice concerning health protection, prevention and control of communicable diseases to the CPHO, Director, Health Protection and other Department and HSSA staff, governmental agencies and stakeholders (including private industry).

- Oversee communicable disease investigations and outbreak responses conducted by CDCU staff and ensure consistency of public health recommendations across the NWT.
- Provide escalation support and decision-making authority for complex, high-risk or politically sensitive communicable disease or health protection events.
- Ensure territorial communicable disease case and contact management activities are aligned with legislation, standards and best practices.
- Monitor emerging health protection issues and communicable disease threats and ensure appropriate territorial response mechanisms are in place or escalated to the appropriate authority.
- Collaborate and works closely with the CPHO/Deputy CPHO, Director, Manager, Public Health Planning and Preparation and other Division and Territorial staff in a team setting to identify public health responses to health protection issues as they arise, including reviewing trends of communicable disease in collaboration with epidemiology and public health registries staff to identify gaps or emerging issues areas and populations at risk.
- Provide expert advice for the consideration of the CPHO, Director, Manager, Public Health Planning and Preparation, and HSSA leads on the design and delivery of health protection initiatives such as immunization, sexual health and communicable disease control programs.
- Remain knowledgeable of national and territorial initiatives, strategies, protocols and guidelines for preventing, treating and controlling the spread of communicable diseases and associated immunization requirements.
- In the Public Health Officer role, provide immediate, expert advice and/or direction to HSSAs health care providers concerning the prevention and control of communicable disease including but not limited to:
 - Providing direction regarding the public health management of any probable, suspect, person under investigation (PUI) or confirmed case of a communicable disease including management of any known contacts,
 - Monitoring and evaluating the public health management of persons and/or public affected by communicable diseases;
 - Consulting directly with territorial, provincial and national diagnostic laboratories and other clinicians concerning new or suspect cases of a communicable disease;
 - Providing guidance to health care providers and stakeholders regarding the interventions and controls needed to be in place to contain the spread of disease.
- Provide direct advice and guidance to other senior health officials in the event of a significant or threatened outbreak of a communicable disease.
- Participate as a subject matter expert in public health response teams on identifying and



implementing actions in an outbreak, pandemic or other urgent/emergent communicable disease scenarios.

- Develop and follow procedures and protocols for the Unit and the Division, including appropriate documentation for the advice provided to other staff and agencies in the prevention and control of communicable disease.

3. Ensure the development and maintenance of NWT manuals, standards, guidelines and protocols, and quality improvement initiatives related to communicable disease prevention and control, and health protection strategies such as immunization programs, are in place including record keeping and reporting.

- Oversee quality assurance and auditing processes related to communicable disease and immunizations.
- Establish operational priorities and annual work plans for the Communicable Disease Control Unit.
- Ensure recommendations from audits, reviews, and evaluations that are implemented and monitored or escalated to the appropriate authority.
- Research, review and recommend new or improved public health legislation, regulations, standards, policies and guidelines for communicable disease and immunization programs.
- Direct the monitoring and auditing of directives, standards and procedures governing the delivery of programs and services.
- Analyze and assess the implications of policy and legislative initiatives and assess the impact these have on program and service delivery.
- Serve as the operational liaison between the DHSS and HSSAs for audit and program monitoring activities, ensuring audit requirements and performance indicators established by the Manager, Public Health Planning and Preparation are communicated, understood, and implemented. Work directly with HSSAs to address barriers (where possible), provide guidance, and support the completion of audits and monitoring requirements.

4. Enable and promote consistent execution of communicable disease prevention and control and health protection strategies such as immunization services, across the NWT by providing innovative leadership to a multidisciplinary team of regional managers, territorial specialists and other professional service providers.

- Work collaboratively and communicate program priorities and goals with COOs, regional managers, and territorial specialists.
- Communicate evaluation mechanisms to determine program delivery effectiveness in meeting goals and objectives and conducts program evaluation by analyzing epidemiological data.
- Monitor and evaluate programs, service quality with input from clients and families, and with a lens of cultural safety.



- Participate in investigations and reviews of serious incidents and/or complaints relating to the delivery of programs and services and implement interventions as appropriate.
 - Support the development of action plans in response to program indicator performance with Director, Health Protection, Manager, Public Health Planning and Preparation, HSSA leads and regional managers including regular reporting on outcomes and indicators as well as out of HSS system groups.
- 5. Provide and ensure access to subject matter expertise, including the development, presentation and participation in education sessions on prevention and control of communicable disease, and health protection initiatives and programs such as immunization, for public health leaders, health care providers, practitioners and the general public across the NWT.**
- Oversee the development of Health Protection Division policies and operational procedures related to communicable disease control. This includes collaboration with animal and environmental health experts on One Health policies and strategies that impact people, environment and animals in the NWT
 - Oversee development of public health resources, practice guidance documents and territorial communication tools to both healthcare providers and public audiences.
 - Ensure health care providers receive timely updates regarding communicable disease guidance, emerging risks and immunization recommendations.
 - Provide expert advice and guidance to professionals to interpret standards and to support the planning and evaluation of communicable disease and immunization programming.
 - Develop procedures and protocols for the Unit and the Division where workflows and responsibilities identify integrated actions.
 - Research, review and recommend new approaches and strategic directions for improving communicable disease and immunization programming.
 - Ensure the NWT stays current on emerging issues, trends, and best practices through participation in federal/provincial and territorial committees and national reviews, as well as circumpolar forums.
 - Collaborate with a broad range of partners on northern and circumpolar initiatives and research.
 - Determine how evidence-based advances in disease prevention and control can be adapted to meet the needs of the NWT.
 - Ensure that effective communication procedures and protocols are in place to inform health care professionals of program changes.
- 6. Participate in national, territorial and intergovernmental work and forums on matters related to communicable disease and immunization including contribution to HSSAs planning and decision making.**



- Represent the NWT on federal, provincial and territorial committees, forums and ad-hoc working groups on national matters relating to communicable disease prevention and control, immunization policy, vaccine requirements, national strategies or action plans, and other related public health topics.
- Coordinate territorial positions and operational implementation strategies arising from federal and territorial initiatives in collaboration with Manager, Public Health Planning and Preparation.
- Research and analyze national or territorial policy requirements, development of NWT or departmental positions at territorial or inter-governmental tables, and liaise and engage other staff, units, divisions or agencies to ensure the development of informed analyses and position statements.

7. Support the fulfillment of Accreditation Canada Standards in the domain of Communicable Diseases and Immunizations sections of Public Health Services.

- Provide expert advice and actively participate in DHSS and HSSA response activities with a focus on outbreak monitoring and control and immunization.
- Communicate standards for all Public Health Units services and programs related to communicable disease prevention, control and immunizations as it relates to Accreditation Canada process.
- Collaborate with Territorial Quality and Client Experience Team and DHSS to develop and track program indicators.

8. Manage CDCU's financial and human resources and ensure operational continuity as necessary and maintenance of required professional competencies.

- Promote and support collaborative and equitable labour relations practices and apply GNWT human resource (HR) policies and guidelines and the Union of Northern Workers (UNW) contract.
- Conduct regular meetings with staff and follow performance management practice of GNWT.
- Participate in the screening and selection of unit staff conjunction with human resource staff.
- Review job descriptions to reflect work responsibilities of staff.
- Develop, deliver, and/or facilitate the delivery of orientation, in-service training, certification, and re-certification programs.
- Prepare an annual budget, monitor and forecast expenditures, participate in DHSS variance reporting activities and provide financial oversight on contracting services and third-party funding.
- Identify staffing requirements and ensure human resource planning to meet Unit operational needs including administration and monitoring of staff positions provided by third parties (i.e., Public Health Officers from the Public Health Agency of Canada and Project Officers and Communicable Disease Staff funded by the third-party funds).



- Ensure briefing materials, correspondence, financial submissions, proposals and position papers are prepared in a timely and thorough manner.
- Assign and monitor specialist portfolios and workload priorities.
- Provide mentorship, coaching and performance management to CDCU staff.
- Ensure territorial coverage for communicable disease response, after-hours and outbreak management activities.
- On behalf of the CPHO, provide on-call after-hours coverage for the CDCU through developing advance schedule, and the monitoring and maintenance of the Communicable Disease Reporting phone line.
- May be required to cover on-call duties if operational needs are unable to be met.

Workplace Health and Safety: employees for the DHSS and Authority are committed to creating and maintaining a safe and respectful workplace for employees, patients and clients. Building a safe and respectful workplace is everyone's responsibility.

- All employees have a professional and personal responsibility to perform their duties to health and safety regulations, standards, practices and procedures.
- All stakeholders (management, staff, Union of Northern Workers, and Workplace Safety and Compensation Commission) need to ensure Workplace Health and Safety Committees work effectively, with a shared purpose of continuous quality improvement in health and safety.
- All managers play an active role in workplace health and safety through their daily management: identifying prevention opportunities, ensuring staff are trained in incident reporting systems, investigating potential risk and accidents, and applying timely corrective measures.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual conditions.

Sensory Demands

No unusual demands.

Mental Demands

No unusual demands.



KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of communicable disease prevention and control, including disease surveillance, case and contact management, outbreak response, and immunization programs and practices.
- Knowledge of communicable disease surveillance systems, outbreak management principles and emergency response frameworks.
- Knowledge of quality assurance, auditing and performance measurement methodologies.
- Knowledge of quality management and quality improvement processes.
- Knowledge of program management, including budget development, preparation, and control to ensure financial responsibilities are carried out effectively and efficiently.
- Knowledge of and/or the ability to acquire and apply knowledge of relevant legislation, policies, and guidelines including, but not limited, to the NWT *Public Health Act* and Regulations.
- Knowledge of the International Classification of Disease Coding.
- Knowledge and understanding in epidemiology, biostatistics and analysis, and the ability to interpret epidemiological and surveillance data and apply findings to program planning and operational decision-making.
- Knowledge of international and national trends of communicable disease prevention and control, and health protection and public health surveillance activities that occur at local, territorial, national and international levels.
- Knowledge and skills related to providing culturally safe programming and care such that indigenous peoples of the NWT feel safe and respected.
- Knowledge of the organizational structure of health systems and roles/responsibilities for public health functions at local, regional and territorial levels.
- Knowledge of adult education principles and concepts.
- Knowledge of and ability to uphold College of Nurses of the Northwest Territories and Nunavut CANN code of nursing ethics, practice standards and scope of practice.
- Problem-solving skills and abilities in risk management using a situational approach incorporating conceptual, analytical, interpretive, evaluative, intuitive and constructive thinking skills with the ability to make time-sensitive critical decisions.
- Computer skills include word processing, email/task/calendar management, internet, spreadsheets, databases, electronic and hardcopy medical records.
- Communication skills both written and verbal to colleagues, co-workers, other experts, ministerial staff and the general public with many levels of knowledge and literacy.
- Interpersonal skills and the ability to collaborate respectfully with others.

- Project management skills, including coordination of a variety of activities, programs, and projects.
- Ability to provide coaching to staff to assist them in meeting performance expectations and development goals; recognizes individual and team contributions..
- 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:

An undergraduate degree in nursing and five (5) years of public health nursing including one (1) year of supervisory or team lead experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

The incumbent must be a registered nurse in good standing with the College of Nurses of the Northwest Territories and Nunavut (CNNN)

Ability to obtain EPIC certification within one (1) year of employment.

Position Security

- ☐ 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