



IDENTIFICATION

Department		Position Title	
Department Health and Social Services		Project Officer, Continuing Care	
Position Number(s)	Community	Division/Region(s)	
49-13618	Yellowknife	Seniors and Continuing Care Services	

PURPOSE OF THE POSITION

The Project Officer, Continuing Care is responsible to coordinate the activities of the Seniors and Continuing Care planning unit, in collaboration with health planners, nursing consultants, unit Managers, and other key stakeholders, to ensure the effective delivery of Government of the Northwest Territories (GNWT) Continuing Care Initiatives. In addition, this role coordinates the development and distribution of Continuing Care materials, guidelines, standards and protocols for use by the Northwest Territories Health and Social Services Authority (NTHSSA), Hay River Health and Social Services Authority (HRHSSA), Tlicho Community Services Agency (TCSA), health regions, and health and social services providers in Continuing Care programs, services and activities throughout the Northwest Territories.

The position also provides financial administrative support to the Managers in the division responsible for managing Health and Social Services contribution agreements with non-government organizations and federal funding allocated to the health authorities.

The Project Officer, Continuing Care acts in accordance with established directives, standards, policies, guidelines, protocols, and relevant legislation (Guardianship Act, Public Health Act, Personal Directives Act, Mental Health Act, Health Insurance and Health and Social Services Administration Act, Financial Administration Act and Guidelines, Continuing Care Program Standards and Policies).

SCOPE

Located in Yellowknife, and reporting to the Manager, Senior Affairs, the Project Officer, Continuing Care works in close collaboration with Health Planners, Senior Nursing Consultants, other unit Managers and staff, and staff in the Department of Health and Social

Services (DHSS) to coordinate project activities related to strategic priorities. These include, but are not limited to: Continuing Care Standards; Territorial Admissions Committee; Chronic Disease Management; and Supportive Living.

The Project Officer will provide support to the Manager, Seniors Affairs, Health Planners and Senior Nursing Consultants by performing research activities in support of divisional projects and presenting the results of the research to the consultant/planner. This work will be carried out in accordance with departmental goals and strategies, as well as GNWT legislation and departmental policy.

The Project Officer communicates regularly and directly with healthcare and other professionals, in person, by phone and in writing requiring a significant ability to communicate effectively. The Project Officer collaborates with staff in the DHSS, NTHSSA, and other non-government organizations, and requires skills in complex communications, and must be able to work effectively with a range of stakeholders.

The Project Officer provides support and coordination to the Territorial Admissions Committee, a central body which coordinates admission to and manages occupancy of Long Term Care Beds in the NWT. The Incumbent develops and maintains databases for monitoring, reporting, planning and evaluation for utilization, quality and safety of continuing care in-facility services (long term care and supported living). Analyses and recommendations based on these databases will directly impact the health and social services system, as well as the delivery and access of Continuing Care services throughout the NWT.

There are currently seven priority commitments of Our Elders, Our Communities within the Continuing Care Services Action Plan, of which, the Project Officer provides administrative support, research, reporting, communications services, financial and budgetary tracking, and other project support. These Priority Commitments involve interaction with five government departments, external Non-Government Organizations (NGO's), steering committee leads, the NTHSSA, HRHSSA, TCSA, and other key stakeholders.

RESPONSIBILITIES

1. **Provides support to advisory committees and working groups established to achieve the priorities of the Seniors and Continuing Care planning unit and the DHSS.**
 - Prepares progress reports for Advisory Committee(s) and senior management.
 - Completes quarterly reporting for senior management that include waitlist updates, and project progress reports.
 - Tracks the financial data of projects for the unit, and conducts basic analysis and data insights.
 - Creates and develops financial variance reports for review by others.
 - Delivers on project tasks as requested by the Planners, Consultants, Management, or other stakeholders within the unit, DHSS, NTHSSA.

- Works closely with the Communication Unit to update web pages, and develop materials such as posters, public service ads, etc.
2. **Develop and maintain databases for monitoring and evaluating long term care and supportive living placements; and acts as the liaison between the Territorial Admissions Committee, health professionals, and GNWT staff for information on in-facility placement in the NWT.**
 - Collaborates with the NTHSSA to develop new or enhanced options for data collection, tracking, reporting, etc. beyond current territorial tools and programs.
 - Support and train the NTHSSA staff on the process and use of the data to ensure data is usable and accurate.
 - Facilitates the activities of the Territorial Admissions Committee that is mandated to approve and monitor admission to long term care beds in the NWT.
 - Provides general information on the process of admission to the NTHSSA, HRHSSA, and TCSA, long term care facilities, health region staff and the public.
 - Maintains a database for purpose of reporting, monitoring, and evaluating utilization within the nine (9) long term care facilities.
 - Maintains an accurate Territorial wait list for long term care admissions.
 - Provides support to the Manager in monitoring key components of the Territorial Admissions Committee program by synthesizing data and information used to measure efficient and effective placements; and identifying gaps in service.
 3. **Conducts research and analysis on a variety of subjects to support projects and initiatives within the DHSS and NTHSSA.**
 - Research and gather relevant, credible information on the assigned topic or issue using a variety of research methods and tools {inter-jurisdictional scans, web- based research engines and tools, document review, etc.}.
 - Synthesize data and information into reports to inform program planning conclusions. These reports might include literature reviews, bibliographies, decision papers, options papers, etc.
 - Supports the division, directorate and/or the Minister through investigating and/or addressing issues, developing correspondence, writing briefing notes, developing submissions or position papers.
 4. **Supports the overall work and objectives of the unit by ensure accurate, up-to-date, and thorough content and communication on guidelines and protocol.**
 - Provide feedback on a variety of written documents, reports, etc.
 - Maintains awareness of national and territorial legislation, protocols and guidelines relevant to continuing care services standards, and policies.
 - Conducts literature searches to gather relevant informed needed to develop and update Territorial Guidelines and Protocols for Continuing Care services.
 - Prepares presentation material {PowerPoint slides, etc.} for use by staff in the Seniors and Continuing Care Planning unit.
 - Participate in departmental/interdepartmental working groups and committees as required.

- Other assigned duties as directed by the Manager, Seniors Affairs.

5. Supports the financial administration of contribution agreements, including 3rd party agreements and project budgets.

- Assists with preparing contribution agreements and project budgets and monitoring of expenditures on a regularly scheduled basis and/or as requested by the Director, and Managers within the Seniors and Continuing Care Services division.
- Using the GNWT SAM system prepares expenditures reports for the Managers who use the information to monitor and prepare variance reports in order to proactively advise the Director of any potential for cost savings or reallocation and develops reports explaining any variance with the established budgets, resources and schedules.

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

No unusual demands.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of program development and project management practices, including the ability to conduct research, analysis and provide recommendations based on program requirements (analytical thinking).
- Knowledge of project management concepts and principles.
- Basic accounting and financial administration skills.
- Knowledge of the GNWT Financial Administration Act.
- Able to understand and apply the GNWT FAA Guidelines and Procurement Protocols.
- Knowledge of health and social services particularly as they relate to work in remote and predominantly aboriginal communities.
- Knowledge of relevant legislation, policies and guidelines, particularly related to Guardianship Act, Public Health Act, Personal Directives Act, Mental Health Act, and

Health Insurance and Health and Social Services Administration Act, and Continuing Care Standards, Protocols and Policies.

- Ability to understand and implement GNWT and Departmental policies and procedures in a government setting.
- Effective communication and presentation skills (oral and written).
- Facilitation and presentation skills.
- Proficiency in working with computer software, i.e. Microsoft Word, Outlook, Access, and Excel
- Experience with the GNWT System of Accountability and Management (SAM)

Typically, the above qualifications would be attained by:

A bachelor's degree in a health or social science discipline or a related field (e.g. degree in social work, nursing, business administration) with 2 years' experience; or a diploma with 4 years' experience.

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