CAREER OPPORTUNITY

Nurse Coordinator – Health Specialist Programme

Management Job Class

Permanent

$90,209-$107,945

The Catholic Children's Aid Society of Toronto is seeking an experienced, skilled, knowledgeable and flexible individual to lead, supervise and provide clinical direction to Branch based Health Specialists. The successful candidate will have the ability to work in partnership with the Branch and Department Management Teams in a high volume environment, where priority setting is a critical factor.

Duties Include:

- Coordinate the Health Support Programme and Supervision of Health Specialists located in various Branches/Departments in several locations across the City of Toronto;
- Provide nursing leadership within the Health Support Programme and the Society;
- Provide leadership, ongoing support, guidance and consultation to a team of Health Specialists responsible for providing nursing assessment & intervention, health education and written health and safety assessments of young children both in the community and in CCAS care;
- Plan and coordinate the work of the team to meet service requirements including determining service priorities within the context of multiple and complex families;
- Be accountable for all staffing functions, including interviews, hiring of new staff, assignment of responsibilities, establishing performance standards and facilitating a team approach to service delivery;
- Review service needs and the Health Support Programme periodically and suggest revisions to the programme as necessary;
- Identify health issues and/or gaps in service as they arise and make recommendations for changes/education;
- Within the Child & Youth Services department:
- Provide a professional health support/consultation service to children, youth and staff; meeting the needs of children/youth with complex health needs; meet with individual children/youth to discuss personal health issues as needed; provide consultation to staff as required;
- Participate in the provision of service to Crown Wards with children, both as a standing member on the multidisciplinary conference committee, and on an individual basis as required;
- Collect and interpret statistics in regard to the families served by Health Specialists;
- Liase with community partners such as, but not limited to Toronto Public Health, Hospital for Sick Children, Infant Mental Health Promotion and local universities;
- Work in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation;
- Participate in/chair Society and Community committees as required.

Qualifications Required:

- Registered Nurse with current registration with the College of Nurses of Ontario;
- M.Sc.N. degree from a university with recognized standing and a minimum of three years Child Welfare experience; BScN. or related degree with a minimum of five years experience may be considered;

- Ability to work as part of a professional team and to guide the application of nursing theory or other relevant models to clinical practice;
- Excellent clinical knowledge/skills in regard to paediatrics (health assessment, nutrition, child development, child health etc.) and ability to relate this to child welfare;
- Experience in paediatric nursing, community health and child welfare in order to oversee the provision of health support services within the CCAS;
- Knowledge of the Legislation that relates to the Health Support Programme including C.F.S.A., Regulated Health Professions Act and The Ontario Mental Health Act, Freedom of Information and Protection of Privacy Act;
- A good understanding of the CCAS values, commitment to equity and service philosophy in order to provide support and consultation to Health Specialists consistent with the values of the Society;
- Strong leadership and management skills including:
    - skills to facilitate group process;
    - mediation skills to resolve differences effectively;
    - an understanding of the role of management in a unionized environment;
    - coaching skills to transfer knowledge and build skills;
- Ability to facilitate the identification of learning needs and performance development;
- Excellent verbal, written and listening communication skills and interpersonal skills in order to work effectively with individuals and groups from a variety of diverse communities and to resolve conflict in an effective manner;
- Demonstrated understanding of Society's Health and Safety Policies and Procedures and relevant legislation;
- Skills and knowledge of personal computer applications used by the Health Specialist and front-line staff.

Assets:

- Knowledge of relevant legislation, legal processes and ministry legislation and standards that govern the Society's work;
- Ability to communicate (speak and write) in a second language.

file #

E- 16- 051 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6
Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: September 8, 2016

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.
The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance at hrs@torontoccas.org