



**North Eastman Health Association Inc.
Job Description**

Families First Coordinator

Position Summary

The Families First Coordinator will facilitate the implementation and evaluation of the Families First programs in accordance with the guidelines set forth by Healthy Child Manitoba and in keeping with the mission, vision and values of the North Eastman Health Association, Inc. The incumbent will inservice, resource and support the Home Visitors. Incorporating a population health approach and the principles of Primary Health Care, the successful candidate will work with colleagues, individuals, families and groups within communities to promote healthy families and communities.

Reports To: **Public Health Manager**

Location: **Lac du Bonnet Resource Centre**

Union: **MNU**

SUPERVISORY:

The following classifications report to the incumbent:

- Home Visitors

Qualifications:

- Baccalaureate degree in Nursing.
- Member in good standing with the CRNM.
- Experience in maternal and child health, and community development using a population health approach.
- Knowledge of early years programming an asset.

Knowledge and Competencies:

- Excellent oral and written communication skills.
- Strong interpersonal and organizational skills.
- Good physical and mental health to meet the demands of the position.
- Valid driver license and vehicle and be willing to travel.
- Proficiency in Microsoft Office suite of programs.
- Ability to function independently.
- Ability to work effectively as a member in a multi-disciplinary team and program system.

Position Duties and Responsibilities:

- Interprets the Families First Program policies to Home Visitors (HV) and Public Health Nurses (PHN).
- Works cooperatively with other programs/agencies to ensure coordination of regional early years programming.
- Identifies resource issues within established budget and reports same to manager.
- Assists in regional projects as assigned (Accreditation, Risk Management)
- Represents the program at meetings and/or committees as assigned.
- On-going coordination, implementation and evaluation of the program strategies: works to initiate updated Provincial Program Standards on an ongoing basis; works with Provincial Coordinators securing resources to support the Families First program.
- Receives and reviews weighted caseload management worksheets and HV Summaries from Home Visitors on a monthly basis; receives PHN monthly summaries, and compiles NEHA statistics; shares appropriate data and statistics with the Public Health Manager and Healthy Child Manitoba.
- Assists with the recruitment of new HVs.
- Ensures the orientation of HVs and PHNs to the Program, including inservice and supportive training as indicated; assists the PHNs and HVs to understand the parameters of their roles; facilitates an ongoing performance appraisal with the HV.
- Makes the final decision regarding HV placement with families; coordination and scheduling for HVs (i.e. Workload, coverage during time-off, flextime and vacation.)
- Shadow visits each HV at least 2 times per year to evaluate, educate and offer support to the HV for the continued success of their HV practice; assists the HV to maintain a manageable caseload.
- Completes indepth assessments on late entry families as required.
- Facilitates monthly meetings with HVs, ensuring that home visiting is in keeping with the goals and objectives of the Program and that services are meeting identified needs.
- Tracks the timing of program evaluations, including the family evaluations and the Working Alliance Inventories.
- Provides leadership, guidance and problem solving support to PHNs and HVs as needed; acts as a mentor to the HV and PHN and encourages their professional development.
- Works with the PHNs and HVs to identify their learning needs and identifies potential resources/learning opportunities; communicates with PHNs and HVs on an as needed basis regarding Program changes.
- Supports team members and facilitates communication and helps to build commitment and trust between team members and others in the organization.
- Facilitates quarterly meetings with PHNs and HVs together to update information received from the Provincial Coordinators meetings.

Revised: _____
Date

Approved by: _____ Date _____
Supervisor/ Manager

Approved by: _____ Date _____
Vice President/ CEO

Reviewed by: _____ Date _____
Director, Human Resources

NOTE: Original Signed and Dated June 27, 2005