



A. POSITION INFORMATION

POSITION TITLE: Licensed Practical Nurse or Registered Nurse
DEPARTMENT: Health and Wellness
SUPERVISOR: Manager, Outreach Services
DATE: November 22, 2021

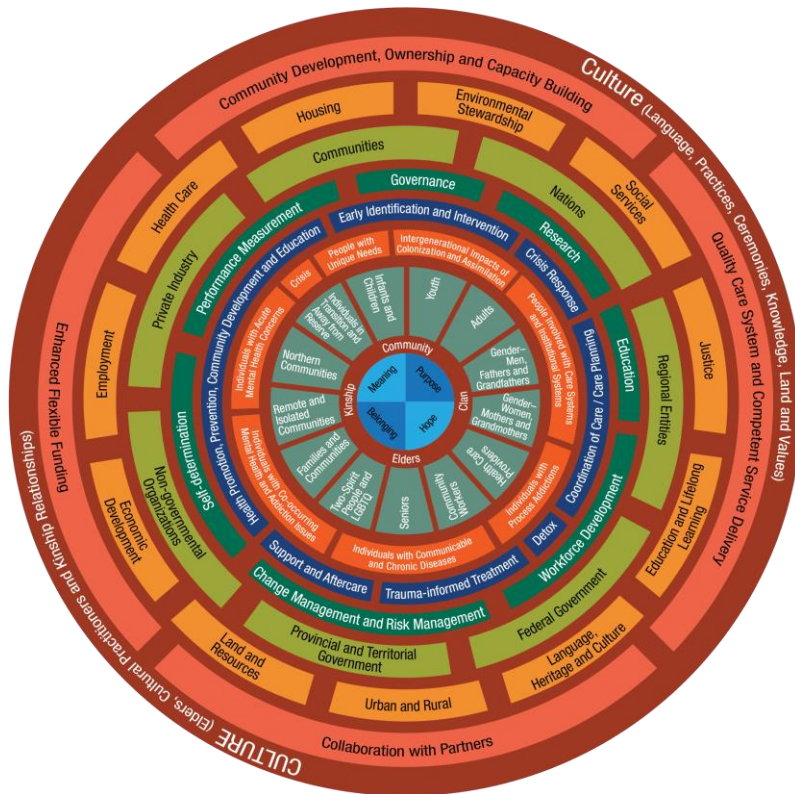
B. JOB SUMMARY

Reporting to the Manager, Outreach Services, the Licensed Practical Nurse (LPN) or Registered Nurse (RN) will work within the context of a 24 hour/7 days a week supported living residence and managed alcohol program, providing person-centered clinical care and harm reduction support to KDFN citizens residing at the Supported Living Residence known as Sarah's House. Key responsibilities include administrating medication including alcohol, and providing nursing support, care plan delivery and therapeutic services to the residents, as required.

The primary goal of Sarah's House is to support residents, within a safe and harmonious environment, in transitioning to having a permanent home in which they can live their lives, while also being encouraged and supported to access the supports, programs and services they need to live an independent and productive life. A key requirement of this position is having an understanding of the impact and legacy of the Residential School system on KDFN Citizens and their families.

The LPN or RN will be required to work day, evening, and night shifts on a rotating basis throughout the week, weekends and holidays, and be available for on-call duties, as required.

In addition to providing a safe, harmonious and permanent home, KDFN is committed to supporting the physical, emotional, spiritual, cultural and emotional needs of Citizens, their families and the KDFN community. Using the [*First Nations Mental Wellness Continuum*](#)¹ see below.



C. MAIN DUTIES

Main duties of this position include, but are not limited to:

- a. Working with the physician to conduct intake assessments of incoming residents to ensure they meet the medical qualifications for residency, and to better understand their specific needs, aspirations and challenges;
- b. Working with the client, their family & identified supports, and other members of the care team; the LPN OR RN will develop a client centred care plan which includes their medical, social, emotional, spiritual and cultural goals.
- c. Providing resident care within the residence by:
 - Dispensing medication and alcohol, as per physician orders;
 - Performing Intoxication and Withdrawal assessments and providing medical care as per medical directives and Sarah’s House Policy and Procedures;
 - Providing information on medication and alcohol side effects, and how to manage the symptoms that may interfere with quality of life;
 - Conducting weekly assessments (vital signs and weight) of residents;
 - Assisting residents with personal hygiene, as necessary;
 - Cooking meals and providing nutrition as per policies and using the Canada Food guide for First Nations, Inuit and Metis peoples.
 - Light house keeping as needed.
 - Supply ordering, grocery shopping and supply pick-up
 - Demonstrating harm reduction and recovery-oriented practices, within daily interactions with residents;

- Participating in measures, practices and procedures that maintain the safety of residents at all times;
 - Communicating with and receiving direction from the resident's physician for medication orders and direction on care to be provided as part of their regular assessments or in emergency situations. This can include consulting with detox services or staff at Whitehorse General Hospital;
 - Communicating, as necessary, with emergency services or Natsékhi Kù Health Centre staff should an acute medical issue or safety issue arise.
- d. Liaising with Natsékhi Kù staff, KDFN's Pathway Coordinator, other KDFN departments and, where directed, with external agencies to ensure residents receive or can access needed wellness, daily living, employment, cultural and other supports identified by the individual as per their care plan.
 - e. Raising concerns about the welfare of residents with the Manager of Outreach Services in order to ensure that the immediate, medical-related needs of residents are identified and responded to quickly and appropriately;
 - f. Assist in the delivery of managed alcohol programming in a safe and controlled manner as per physician orders and directives;
 - g. Maintaining accurate and timely daily records and logs, and medication records;
 - h. Participating in daily, weekly staff meetings and weekly resident meetings to discuss issues, challenges and opportunities;
 - i. Recommending changes in nursing practices at KDFN, based on self-appraisal, ongoing feedback and guidance, mentoring, professional development, performance appraisal, and application of current best practice and evidence-based research.
 - j. Adhering to all Council-approved KDFN policies and procedures;
 - k. Participating in learning and development opportunities, as required; and
 - l. Performing other duties as directed, within the position's mandate and the incumbent's expertise.

D. EDUCATION AND EXPERIENCE

a. Education & Experience

- Minimum two-year diploma from a recognized Practical Nursing Program for LPNs; or a Bachelor of Nursing Degree (or equivalent) for Registered Nurses.
- Current certificate of registration within Yukon; meets the standards of practice.
- Minimum of five (5) years of experience with the last year of experience within a harm reduction, mental health and addictions setting;
- Demonstrated competence in clinical nursing practices related to the care of adult vulnerable persons;
- Has a significant comfort level working with people who may be under the influence of alcohol or drugs (when safe to do so), or whom have trauma- and EtOH-related challenges that can make them behaviorally unpredictable;
- Ability to cook nutritious meals using traditional foods and following the Canada Food Guide for First Nations, Inuit and Metis peoples.
- Has significant knowledge and experience in providing support in the areas of trauma, violence, abuse, addictions and residential school direct and intergenerational effects is required;
- Strong working knowledge of Supported Living program requirements, managed alcohol programs and harm reduction principles;

- Has significant relational cultural competence and ability to identify and support citizens on their respective spiritual journeys;

b. Required Knowledge

- Has some degree of awareness of KDFN traditional knowledge, culture, ceremonies and traditions;
- Understands that a person's spiritual, mental health, addictions and other challenges are consequences of direct and intergenerational trauma, attachment wounds and other disruptions in each person's development;
- Has a solid understanding of the medicine wheel and wellness wheel, and how it can be applied to help citizens to achieve their potential and their life/living goals;
- Is familiar with the KDFN community, and the various family groups and related dynamics;
- Has well-rounded knowledge of the history, culture and traditions of other Yukon First Nations;
- Understands and has the ability to work harmoniously with Clinical Counsellors, Cultural Support Workers and other resource people; and
- Is committed to learning additional cultural and land-based healing methods and philosophy.

c. Interpersonal Skills and Abilities

- Has excellent interpersonal and engagement skills (respectful, empathetic, kind, diplomatic, patient, and a solid ability to relate well with others);
- Able to work collegially with clinical counselling staff, other kdfn departments, yukon first nation governments and external service delivery agencies to provide quality support to kdfn citizens and their families;
- Possesses negotiation, consultation and collaboration skills that can assist in the resolution of issues within the supported living residence, provide support and guidance in difficult situations, and to comfort residents experiencing trauma and pain;
- Possesses the ability to foster trust and acceptance with residents and staff;
- Possesses the ability to follow direction with minimal supervision, and to adhere to tight deadlines; and
- Has excellent communication skills, including verbal, listening, ability to explain, and good reading and writing skills.

d. Management Skills

- Possesses good organizational, time management and planning skills;
- Is dependable and resourceful, with an ability to follow direction and use time management skills to adhere to tight deadlines;
- Must be able to work independently with minimal supervision, and as part of a team;
- Has basic cell-phone and computer proficiency (i.e., Outlook, Microsoft word and Excel).

E. KEY PERSONAL CONTACTS AND NATURE OF CONTACTS

KEY CONTACTS	NATURE OF CONTACT
Manager, Outreach Services and Health Reduction Program	Receive direction, share information, provide updates, and relay concerns.
Community Safety Officers	Advise of concerns, liaise where appropriate to resolve issues.
Natsékhi Kù staff and Pathways Coordinator	Exchange and share information, providing support as necessary.
Resident Support Coordinator and Workers	Share tasks, exchange information, assist each other as required.

Other KDFN departments

Provide information and liaise with departmental staff on behalf of residents.

G. DIRECTION / DECISION MAKING

Objectives for this position are provided by the Manager, Outreach Services or designate. This position works in a collaborative team setting assisting residents to meet their daily health and managed alcohol needs, while working with other staff to ensure a safe and harmonious living environment. This position consults with other healthcare professionals as required. Significant incidents and other matters of concern should be brought immediately to the attention of the Manager for resolution.

H. IMPACT AND ACCOUNTABILITY

The actions of the LPN or RN have a direct impact on the health, life & safety of the residents. This position helps up to eight KDFN citizens to live together in harmony and safety within a supported living residence, and in a way that reflects the teachings of the medicine wheel and wellness wheel with respect to KDFN traditions and culture. This position can have a significant impact on a resident's sense of self-worth, emotional well-being and cultural identity.

I. POSITIONS SUPERVISED

None. However, the incumbent will be required to provide support, guidance, coordination and direction, as needed, to the Residential Support Workers and other staff, as appropriate.

J. WORKING CONDITIONS

- The incumbent will spend a significant portion of time at the Sarah's House, working alongside the Residential Support Worker.
- The position involves 12 Hour shifts. The LPN OR RN will be required to work days, evenings and nights throughout the week, weekends and holidays.
- This position interacts with individuals of different values, beliefs and experiences, and will be required to deal with individuals experiencing trauma, poor health, EtOH consumptions and other wellness challenges. This requires the incumbent to be adept and comfortable in diffusing or de-escalating difficult or challenging people/situations. Accordingly, incumbents may need to periodically liaise with KDFN's Community Safety Officer program and/or the RCMP.

K. CONDITIONS OF EMPLOYMENT

The Licensed Practical Nurse or Registered Nurse must:

- Provide proof of full vaccination for Covid-19
- Registration with Professional Licensing and Regulatory Affairs – letter of good standing from all jurisdictions where current professional licensure may be held, for LPN and Valid registration with Yukon Nursing Association for RN
- Sign a *Conflict-of-Interest Declaration* and *Oath of Confidentiality* (both are mandatory conditions of employment for all KDFN staff), and adhere to the provisions of KDFN's *Freedom of Information and Protection of Privacy Act* and *Health Information Privacy Management Act (HIMPA)*, including any policies related to confidentiality, and the use and disclosure of personal information;
- Demonstrate a commitment and ability to maintain a healthy and self-sufficient lifestyle;

- Possess a valid Class 4 Driver’s License with a clean Driver’s Abstract (insurable) or obtain the license within two months;
- Possess current CPR “Level C” and First Aid certificates (or obtain them within two months of the date of hire);
- Possess a Tuberculosis (TB) clearance;
- Possess an acceptable criminal record and a *Vulnerable Sector Security Clearance* prior to commencement of work; and
- Possess a Food Safe Level 1 Certificate, or willing to obtain within two months of being hired.
- Transportation of Dangerous Good Certificate
- Medication Administration Certificate
- Doctor’s Note stating “fit for work”
- Immunization Record

Job Requirements

Ability to demonstrate and maintain a healthy, self-sufficient lifestyle; physical ability to sit, stand, and safely lift up to 50lbs, ability to assist clients with mobility challenges.

L. POSITION APPROVAL

“I approve this position description as being representative of the work I require to be performed, and that the responsibility and authority levels identified have been delegated to this position. This description has been designed to indicate the general nature and level of work to be performed by the employee, and is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to this job.”

SUPERVISOR

I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.

Signature

Date

INCUMBENT

I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.

Signature

Date

MANAGER, HUMAN RESOURCES

Signature

Date

EXECUTIVE DIRECTOR

I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Signature

Date