



# Community Health Nurse

## Reporting to Health & Social Services Manager

### Health & Social Services

**PERMANENT  
FULL-TIME @ 35 HOURS  
PER WEEK**

**Normal Work Hours:**

Monday – Thursday:  
8:15am to 4:30pm  
&  
Friday:  
8:15am to 1:15pm

**\*flexing of hours  
and “on-call” shift  
coverage will be  
required\***

**Salary:**

Start Rate - **\$42.21 to  
\$45.76 per hour\***

\*While Alderville First  
Nation Salary Grid will  
apply – **start rate will be  
commensurate with  
experience.**

**Benefits:**

- ✓ Paid Vacation!
- ✓ Paid time off over  
Holiday Shutdown!
- ✓ 14 Statutory  
Holidays!
- ✓ Paid Sick Leave!
- ✓ Group Health &  
Dental Benefits  
including Long-term  
Disability (LTD) and  
Employee Family  
Assistance Program  
(EFAP)!
- ✓ Pension Plan with  
Employer Match!

**JOB SUMMARY:**

The *Community Health Nurse (CHN)* is responsible for the provision and administration of Community Health programming and services within the Alderville First Nation Community. The CHN functions as a member of the health care team, demonstrating professional responsibility and accountability in the delivery of health care services as they relate to promotion, prevention, restoration and education of community members to achieve a healthy lifestyle. The CHN is responsible for carrying out assigned duties within the standards of nursing practices established by the College of Nurses.

**KEY JOB FUNCTIONS:**

- Triage, assesses and treats clients accessing the Health Centre for a clinical visit; provides appropriate assessment, treatment or redirection.
- Completes initial and ongoing assessments for Home & Community Care clients.
- Actively involved in ongoing assessments and analysis’ including quarterly assessment reports and environmental Scans.
  - Identifies and implements activities to engage and connect with the community in the areas of health promotion, prevention & health protection and health maintenance & restoration.
- Builds individual and community capacity while establishing relationships with community members.
- Focuses on the facilitation of access and equity for all community members.

**Planning and Management**

- Assists in identifying the needs for effective community health services.
- Plans and provides community health programs, health education and teaches health promotion & illness prevention.
- Organizes family centered community health clinics, activities and workshops.
- Provides treatment, when on duty, by determining patient’s medical need(s) and arranges for treatment as required.
- Manages and coordinates visiting Professionals and Primary Care Providers.

**Liaison**

- Liaises closely with our Nurse Practitioner, as well as all other allied health professionals within AFN.
- Develops positive relationships with individuals, families and leadership in the community.
- Conducts home visits, ensuring AFN Members’ health concerns are addressed, and provides the opportunity to collaborate with other programs to serve members in need.
- Liaises with physicians, optometrists, dentists and hospital authorities and other agencies as required.
- Liaise with health committees providing advice and consultation on all matters pertaining to health planning and development as required.
- Advocates for patients, families and caregivers as required.
- Provides one on one counseling as required.
- Positively represents and promotes the Alderville First Nation when meeting with other First Nations and organizations.

**RELATED AND OTHER DUTIES:**

- As an *essential worker*, must be available to work flexible days/hours as may be required.
- Attends regular case management meetings and staff meetings to provide updates on the status of client(s) and program(s).
- Assists other program areas as requested.
- Assist in the implementation of Alderville First Nation Emergency / Pandemic Plan.
- Manages AED program.
- Any other duties as deemed necessary by the Health & Social Services Manager.

**Finance**

- Prepares annual financial budget and work plans for each program area.
- Ensures all applicable expenses to the implementation of health programs and services follow the Alderville First Nation Financial Policy.
- Monitors costs to budget to ensure programs are operating within the approved budget
- Provides quarterly/annual reports for all applicable Agency Funding Sources as required.
- Prepares funding proposals as required.

**Information:**

- Ensures all patient/client information is treated as confidential.
- Ensures plan of patient care is accurate and current; maintains client and patient files; documents appropriately within the Electronic Medical Record (EMR).
- Research community health related issues.
- Fulfills reporting requirements for CHN, Aboriginal Diabetes Initiative (federal and provincial), Ministry of Health Diabetes Education Program (MOHDEP) and Pandemic Planning.
- Prepares monthly inserts of health information and updates to be included in the Alderville First Nation newsletter.

**MINIMUM QUALIFICATIONS:**

**Minimum Requirements:**

- Bachelor of Science/Baccalaureate in Nursing or Diploma in Nursing.
- Current Certificate of Registration with the Registered Nurses Association of Ontario.
- Minimum five (5) years' demonstrated experience in community or public health and nursing services.

**Specialization required:**

- Current membership and in good standing with the College of Nurses of Ontario.
- Current Basic Life Support (BLS) certificate and First Aid/CPR certificate; ongoing renewal as required to maintain current certifications.
- Up to date Immunization Certificate.
- Valid driver's license and \$1M liability insurance.
- Vulnerable Sector Screening (VSS) acceptable to position upon conditional offer.

**Considered an asset:**

- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics.
- First Nations and Inuit Health Branch approved training in community health.
- Demonstrated Partnership, Collaboration and Advocacy skills.
- Diversity and Inclusiveness skills.

## **PREFERRED EXPERIENCE:**

- Experience working with all age groups (newborn, children, youth, adults, aged).
- Demonstrated knowledge of health promotion & community development principles.
- Awareness of and sensitivity to the health issues of a diverse community and experience working with First Nations communities.
- Demonstrated ability to work in a multi-disciplinary environment.
- Excellent time management skills and demonstrated ability to respond to needs of the community that may not fall within a typical Monday to Friday schedule.
- Excellent interpersonal skills including ability to coach and develop others.
- Excellent relationships-building skills to initiate and carry out initiatives, and build and maintain relationships with Co-workers, Leadership, and internal and external stakeholders.
- Excellent verbal and written communication skills.
- The ability to function effectively during periods of rapid change and transition.
- Must have excellent computer skills for reporting and presentation purposes, and general office equipment knowledge.
- Work experience with a First Nation or Indigenous Organization.
- Knowledge of the history and dynamics of the Alderville First Nation community.

**\*\* For full job description, contact Human Resources\*\***

**DEADLINE TO APPLY: *Tuesday, January 7<sup>th</sup>, 2025.***

**HOW TO APPLY:** Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

**HOW TO CONTACT:** Human Resources Recruitment  
Phone: 905-352-2011 ext. 217  
Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

### **Note:**

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*