



Patient Care Coordinator 0.8 FTE Internal and External Opportunities Brief

Position:	Patient Care Coordinator - Registered Nurse (<i>unionized position under NSGEU Local 102</i>)
Reports to:	Primary Care Manager
Location:	2131 Gottingen Street
Hourly Pay Scale:	\$38.10 - \$44.69, depending on the previous experience
Work term:	1-year term with the possibility of extension
Hours:	30 hrs./week
Deadline:	September 10, 2024,

About NECHC

The North End Community Health Centre (NECHC) was established in 1971 in response to an absence of primary health care and other health services in Halifax's North End. Located on Gottingen Street, we are in the heart of a unique and culturally diverse community. Today, governed by the North End Community Health Association, the NECHC is viewed by area residents as a "beacon of hope" in the community. Much more than a Primary Care Clinic, the NECHC has expanded in response to unmet needs of community members and is highly valued by its patients and clients and their families. NECHC provides services to those living on the margins of society, through MOSH, Housing First and a wide range of community outreach initiatives.

Vision

Strong community - healthy people.

Mission

We support health and well-being in our community through quality primary health care, education and advocacy in an environment in which people are treated with respect and dignity and there is equitable access to services and programs.

Values

Respect. Community. Compassion. Excellence. Innovation



Diversity, Equity, and Inclusion Commitment

The North End Community Health Centre is committed to being an inclusive organization. We are working to ensure our organization represents the diverse people and communities we serve. Our position postings encourage members from the following communities to apply:

- 2SLGBTQIA++
- African Nova Scotian and/or people of African Descent
- Indigenous
- People with disabilities
- Language minorities
- People of Color and/or racially visible minorities
- Immigrant and refugee
- Connected to the North End of Halifax

In order to self-declare inclusion in equity groups please complete the self-declaration form available on our website at nehc.com/jobs and submit it with your resume and cover letter. Your declaration of membership in any of these equity groups will remain confidential.

Job Purpose:

The Patient Care Coordinator (PCC) is a nursing position in a community setting with advanced duties for patient care and supporting clinical services. The PCC nurse works as an integral member of a collaborative health team providing services and activities that promote wellness, maintain health, and prevent disease. This is accomplished through nursing assessments, health promotion and health education counseling, and collaborating with other team members. The PCC position has other assigned duties in addition to the regular duties of a nurse at the Centre.

This position is an advanced nursing position in a community setting. The nurse works as an integral member of a health team providing services and activities that promote wellness, maintain health, and prevent disease. This is accomplished through nursing assessments, health promotion and health education counseling, and collaborating with other team members.

Education and Experience:

- Bachelor of Nursing or Bachelor of Science in Nursing; registered with the College of Registered Nurses of Nova Scotia
- 3 years of community health experience, or equivalent setting.



- Experience working with the homeless community.
- CPR certification, Nonviolent crisis intervention, and/or willingness to be trained upon hiring.

Position Responsibilities:

The following duties reflect the broad scope of responsibilities but are not necessarily all-inclusive.

1. Specific – Patient Care Coordinator Duties

- Responsible for overseeing the collection of specimens.
- Responsible for vaccine inventory and medication supply
- Point of contact for equipment needed for clinical services.
- Helps develop policy and procedures and care directives.
- Collaborates with Primary Care Manager for follow-up of patient care concerns.
- Contact person for clinical student placements and preceptors.
- Lead for clinical practice meetings.
- First point of contact for any lab issues
- Payroll for clinic Nurses, Staff & Allied Health professionals
- Participates in data collection and program evaluation as needed.
- Coordination of consult and specialty clinics (internal medicine; gynecology etc)
- Joins organization committees as nominated or appropriate.

2. Assessments & Interventions:

- Works collaboratively with all health team members of clients, and other care providers
- Provides health promotion and prevention for patients and families over the lifespan
- Provides contraception counseling and safe sex information
- Provides prenatal care and education
- Provides testing, education and interventions for prevention of STBBIs
- Provides appropriate health education and health promotion with nursing interventions for individuals and groups with chronic diseases
- Provides advocacy, counseling, support and referral for a variety of health and social concerns
- Provides support and advocacy for patients with complex needs
- Provides appropriate nursing interventions for urgent and non-urgent care for patients of all ages including newborns to elderly population.

3. Nursing Procedures Include:

- Routine nursing physical assessments of well and unwell clients



- Routine well-baby/child assessments and administration of childhood immunizations
- Wound Care
- Testing and treatment of STBBIs
- Dressings and treatment of minor trauma
- Treatment advice for minor urgent care
- Cryotherapy for skin/warts
- Venipuncture and collection and forwarding of other specimens
- Ear syringing, administration of injections including long term psychotropic drugs etc
- Performs pap tests once trained
- Performs Footcare (if certified)
- Administer over the counter medications
- Administer treatment plans under the established care directives
- Administers Immunizations across the life span

Professional Knowledge, Skills, and Abilities

- Possesses above-average nursing assessment skills including physical assessments,
- Demonstrated knowledge of a variety of mental illnesses, co-morbidity, and treatment modalities,
- Possesses an above-average understanding of the social determinants and population health,
- Demonstrated experience in supportive counseling,
- Experience advocating for clients, individually and at a systemic level.
- Expertise and comfort working independently utilizing delegated medical directives,
- Excellent understanding of the principles of adult education,
- Excellent team player,
- Must have above-average communication skills (verbal & written),
- Must have a high degree of respect, knowledge of, and experience working with cultural differences and diversity.
- Must be able to work respectfully with complex and challenging patients,
- Demonstrated use of conflict resolution skills,
- Understanding of relationship-based care
- Must have an understanding and comfort with harm reduction.
- Have an above-average understanding of the issues of homelessness.
- Possess working knowledge of the Nova Scotia income assistance program.
- Must be able to work with challenging situations of social injustice.
- Excellent time management skills
- Proficient in using computers, basic Office, and spreadsheets.
- Knowledge of Med Access EMR would be an asset.
- Demonstrated work in highly stressful situations.
- Adaptable and flexible



Physical Requirements and Work Environment

- Light to moderate lifting and carrying.
- Moving from place to place
- Supportive, exciting and challenging
- Exposure to usual hazards of the health care centre.

Judgement and Initiative:

- Must be able to work with a degree of autonomy and demonstrate critical thinking and sound judgment.
- Must be highly motivated, proactive, and creative.
- Commit to professional and team development and self-learning.
- Must be able to work with minimal supervision. Reports to Primary Care Manager.
- Works within their scope of practice including the use of medical directives.
- Usual expectations for the provision of high-quality nursing care and following professional standards of practice.

How to Apply

Those interested in applying for this position should send their cover letter and resume to employment@nechc.com by September 10, 2024.

We thank all applicants for their interest, only those selected for an interview will be contacted.

Note: A vulnerable sector criminal record check is required for all NECHC employees working directly with clients, participants, and patients.