



REGISTERED NURSE CASE MANAGER – CORE CARE TEAM – 076-24-3
Primary and Clinical Care Services, Health Services
Part-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **May 8, 2024**, for the **Registered Nurse Case Manager – Core Care Team with Primary and Clinical Care Services, Health Services Department**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED.** **Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

JOB SUMMARY: The Registered Nurse Case Manager – Core Care Team Reports to and works under the direction and supervision of the Manager- Primary and clinical Care services, Six Nations of the Grand River Elected Council, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River Elected Council

PURPOSE & SCOPE OF THE POSITION:

The role of Registered Nurse for the Integrated Primary Care Team at Six Nations of Grand River is a multifaceted role crucial to the success of our innovative primary care model. This position serves as a foundation in ensuring the delivery of culturally sensitive, high-quality healthcare services that aligns with the unique needs and values of the Six Nations of the Grand River community. The Registered Nurse plays a pivotal role in providing clinical guidance and leadership to the core care team, pursuing collaboration among healthcare professionals, and promoting the integration of healthcare services across various domains, working within the scope of practice of a registered nurse of the College of Nurses of Ontario.

Type	Part Time
Closing Date	May 8, 2024
Hours of Work	17.5 hours per week
Wage	\$42.23 - \$49.45 per hour

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

Minimum Requirements:

Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community. Based on the need to provide qualified professional services, only those applicants meeting the minimum requirements will be invited for an interview.



- Registered Nurse with a Baccalaureate of Science in Nursing Degree. Member of the College of Nurses of Ontario with a current license
OR
Registered Nurse with a Diploma in Nursing. Member of the College of Nurses of Ontario with a current license.
- Must have a current first aid and cardio-pulmonary resuscitation certificate.

Other Related Skills:

- Minimum of 2 years of clinical acute care and/or case management experience, demonstrating proficiency in patient assessment, care coordination, and treatment planning.
- Possesses a deep understanding of the importance of confidentiality and demonstrates the ability to work with tact and discretion when handling sensitive patient information.
- Additional skills include: Immunization certification, proficiency in venipuncture
- Demonstrates proficiency in computer skills, including Microsoft Office applications such as MS Word, Excel, and PowerPoint, as well as familiarity with fax machines, copiers, and electronic medical records charting systems (e.g., Telus PS Suites).
- Exhibits strong interpersonal, verbal, and written communication skills, essential for effective collaboration with patients, interdisciplinary healthcare teams, and community stakeholders.
- Possesses a good understanding of the Six Nations community and demonstrates cultural sensitivity in delivering patient-centered care.
- Familiarity with immunization standards, infection control guidelines, and sterilization standards, with a willingness to undergo training and certification as required to ensure compliance and patient safety.
- Demonstrates a commitment to ongoing professional development and maintains competency through participation in continuing education and professional development activities

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.

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- b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Eniola Owoso, HR Business Partner at 519-445-2223 ext. 5716 or via email at HRBP3@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Registered Nurse Case Manager – Core Care Team – 076-24-3 Part Time
c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Primary Care-Registered Nurse Case Manager

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager- Primary and clinical Care services, Six Nations of the Grand River Elected Council, which includes matters pertaining to the policies and procedures of Six Nations of the Grand River Elected Council

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KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Develop and execute culturally relevant care plans in collaboration with the core care team, ensuring compliance with best practices, care standards, and regulatory guidelines.
- Utilizes proficient nursing skills to provide patient care, including comprehensive assessments, proficient performance of nursing procedures and treatments, and effective communication for interpersonal relationships and health education for

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families and individuals, all in accordance with the standards of nursing practice and ethical guidelines set forth by The College of Nurses of Ontario.

- Conducting thorough patient assessments to identify health needs and develop individualized care plans through an integrated collaborative approach with the core care team.
- Monitoring patient progress and adjusting care plans accordingly.
- Collaborating with other members of the core care team to ensure holistic patient care.
- Providing patient education on self-care management, medication adherence, and lifestyle modifications.
- Documenting patient care activities accurately and comprehensively in electronic medical records.
- Participating in multidisciplinary meetings to discuss patient progress and care coordination.
- Responding to patient inquiries and concerns in a timely and compassionate manner.
- Supporting clinicians in administrative tasks and follow up.
- Maintaining knowledge of current evidence-based practices and integrating them into clinical care.
- On occasion may support RPN role in administering medications and treatments as prescribed by healthcare providers.
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2. **Communications Functions:**

- Collaborate with interdisciplinary healthcare professionals to design and execute evidence-based practices and progressive care models.
- Ensure integrated approach to all Six Nations Health services programs and referral of patients to relevant external community support and resources as necessary to enhance their overall well-being and support their care plans.
- Participate in regular staff and program meetings to exchange information, discuss patient cases, and coordinate care efforts effectively.
- Act as a liaison between the primary care team and external healthcare providers, community organizations, and social service agencies, facilitating seamless care coordination and promoting comprehensive patient care.
- Chair or participate in committees as directed by supervisor, contributing insights and expertise to enhance team collaboration and achieve organizational goals.
- Facilitate patient education sessions on various health topics, treatment plans, and self-care strategies.
- Coordinate with external healthcare providers to obtain medical records, referrals, and other relevant information to support patient care.



- Participate in inter-professional case conferences and care coordination meetings to discuss complex patient cases and develop comprehensive care plans.
- Provide timely and accurate documentation of patient interactions, assessments, interventions, and outcomes in electronic medical records.
- Respond promptly to patient inquiries, concerns, and requests for information, demonstrating empathy, compassion, and professionalism in all interactions.

3. **Administrative Functions:**

- Maintain accurate and up-to-date patient records, including demographic information, medical history, treatment plans, and progress notes.
- Schedule patient appointments, follow-up visits, and referrals to other healthcare providers or specialists.
- Coordinate administrative tasks related to patient care, such as insurance verification, prior authorizations, and billing inquiries.
- Manage incoming and outgoing correspondence, including phone calls, emails, and faxes, and ensure timely response or resolution.
- Assist with the organization and preparation of meetings, presentations, and educational sessions for patients, staff, and stakeholders.
- Order and maintain supplies, equipment, and materials necessary for the delivery of patient care and administrative operations.
- Compile and maintain statistical data, reports, and other documents to support quality improvement initiatives, compliance requirements, and program evaluation.
- Collaborate with other administrative staff, healthcare professionals, and external partners to streamline processes, resolve issues, and optimize workflow efficiency.

4. **Other Functions:**

- Working Hours: must be willing and able to work evening and weekend clinics.
- Performs other job related duties as may reasonably be required by the Manager of Primary Care services and/or delegate.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Well Being.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Work requires physical activity; required to work inside/outside; requires extensive interaction with the public who at times may be hostile or irate; subject to interruptions, deadlines, unscheduled hours.



- Work requires the ability to prioritize tasks, work independently and collaboratively within a multi-disciplinary team, be able cope with many demands and time constraints.

WORKING RELATIONSHIPS:

With the Manager of Primary Care Services

Receives direction, guidance and discusses plans, priorities or actions to ensure implementation of the work plan activities. Resource in areas of professional expertise.

With Other Staff

Promotes professionalism, and teamwork with all staff.

With the Public

Advocates on behalf of clients.

With External Agencies

Represents and promotes the Family Health Team interests relative to Health Services, maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

KNOWLEDGE AND SKILLS:

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IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.