

1. IDENTIFICATION

Position No. 10-14301	Job Title Tuberculosis (TB) Program Officer	Supervisor's Position Manager, Tuberculosis (TB) Program	
Department Health	Division/Region Population Health	Community Iqaluit	Location Headquarters
Fin. Code: 10500-01-1-111-1091203-04-1100			

2. PURPOSE**Main reason why the position exists, within what context and what the overall end result is.**

Working under the general direction of the Manager, TB Program the TB Program Officer contributes to the Department of Health's mandate to provide leadership and expertise to population health and health protection programs and to advocate for the preservation and improvement of the health of Nunavummiut.

As a program officer this position contributes to the Department of Health's priority to reduce the incidence of TB by implementing a multi-year Plan that will result in Nunavut being free of TB.

The TB Program Officer provides program and administrative support to the territorial TB Program with (a) the identification, organization and distribution of information resources suitable for Nunavut individuals and families affected by TB; (b) the identification, organization and distribution of information resources suitable to the needs of both health care practitioners and government staff who interact with the TB initiative across Nunavut; (c) following-up with various members of the public, GN officials and persons with TB and their families on specific part of projects and services. The TB Program Officer supports the TB Nurse Educator with logistical planning of training, purchasing team supplies, preparing binders, and assisting with delivery and audio-visual equipment and technology.

The position assists the Manager, TB Program, with the administration of various inter- and intra-departmental working groups, and helps to track expenditures from territorial and federal funding budgets for TB intervention.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

The TB Program Officer contributes to the territorial TB Program by improving the reach and effectiveness of the TB program through connections to the general public, community services and persons with TB and their families.

The TB Program Officer organizes materials and multiple distribution contact lists by type of user, purpose and methods of contact (electronic, hard copy, telephone social media) to help the TB Program staff maximize their reach and impact into communities, government services, the health system and families and persons impacted by TB. The position assists with keeping the social TB social media presence of the TB Program to remain current by linking with the Communications Division staff, administering accounts, preparing and, at times uploading the messages and content prepared by the Community Engagement Specialist.

The incumbent assists the Manager, TB Program, with financial tracking and budget and compiling information on program impacts for administrative and program evaluation purposes.

1. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.

The TB Program Officer contributes to all phases of the TB program development, implementation and monitoring. The incumbent is responsible for:

Assisting the TB Program team in identifying and distributing information so as to respond to the needs of:

- Territorial and local government service providers who must address the spread of TB in settings where large number of people congregate (e.g. schools, correctional centers, post- secondary institutions, work sites);
- Various health care providers including nurses, staff at the Qikiqtani General Hospital and health facilities, community health practitioners, community wellness coordinators, and physicians; and
- Community stakeholders, Inuit families, persons with TB, and potential latent carriers of the disease.

2. Assisting the TB program staff with developing program guidelines and preparing manuals to reach multiple target groups by:

- Obtaining reports and surveys from multiple sources;
- Organizing the files, records and research findings from multiple sources such as the National Task Force on TB, internet TB research, and other Canadian jurisdictions so they are accessible to the TB Program team;
- Collecting information about the impacts of the territory-wide Strategy to eliminate TB;
- Testing various types of public information with Inuit audiences so as to ensure the materials are clear, culturally appropriate and have the intended impact;
- Working with interpreters in situations where language barriers need to be addressed to provide information or obtain information from persons with TB and their families.

3. Collecting information needed by the TB Team about the impacts of program initiatives by:

- Collaborating with TB program specialists to determine how to assess progress on qualitative measures of program impacts on individuals with TB and their families;
- Collecting information, via telephone or electronic means from health practitioners, community and government services to monitor and evaluate interventions;
- Collecting data about TB program interventions wherein reaching the program participants may need language and cultural knowledge and/or the interventions cannot be directly measured through Epidemiological methods and data sources;
- Preparing reports for senior decision makers, the Legislative Assembly, and the public, that are subject to intense scrutiny both inside and outside of the GN.

4. Promoting the TB program to improve identification, diagnosis and prevention of TB by:

- Developing and updating distribution and mailing lists to support initiatives undertaken by the Manager, TB Program, and other TB team members;
- Establishing contacts with other jurisdictions to exchange information on approaches aimed at improving outcomes in TB strategies for indigenous populations;
- Compiling electronic distribution categories and addresses for managers of GN facilities (for example, schools, post- secondary institutions) hamlets and community centres, federal government facilities and key private sector workplaces;
- Making personal contact with these people and points of distribution to alert them to the importance of the materials and what the intended use of them is; responding to public inquiries for information about TB and its diagnosis, treatment and methods of prevention;
- Distributing materials and information electronically and by mail.

5. Providing administrative assistance to the Manager, TB Program by:

- Leading the development and completion of contracts from initiation to execution with extern consultants and contractors;

- Maintaining financial information in an organized manner for the manager.
- Organizing meetings, including rooms and equipment, distributing agendas and preparing distribution lists for various national and territorial committees and working groups;
- Assisting with logistical planning and coordination of meetings, training sessions and other events as required;
- Managing and coordinating travel for the TB team, including training events which may require coordination with others outside of the TB team, recording expenditures, assisting with budget tracking and routing of documents to the Department of Health's Finance Branch;
- Preparing and assembling packages of materials and PowerPoint presentations for use in workshops and meetings.

6. Contributing to the TB Program team responses to TB outbreaks in communities by:

- Scheduling appointments, booking travel, and contacting key health practitioners;
- Providing logistical assistance in mobilizing equipment, lab services and facilities;
- Developing and enhancing skills and knowledge about TB and interventions in order to better assist the Program be increasingly effective and accessible.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the *job*, not the incumbent performing the job.

Contextual Knowledge

- Methods and techniques of office and financial administration including contract administration;
- Methods and techniques of records management;
- Methods and techniques of project management;
- Awareness of Tuberculosis programs and related evidence-based practices and resources;
- Inuit Qaujimajatuqangit (IQ) and ways to reflect this into health care context;
- Basic knowledge of the health care delivery system in Nunavut;
- Applicable legislation, policies and procedures including knowledge of ATIPP and privacy best practices.

Skills and Abilities

- Strong skills in contract tracking, creation and management for external consultants and contractors;
- Effective verbal and written communication skills;

- Computer skills including Microsoft Word, Excel/spreadsheet, email distribution and PowerPoint;
- Strong interpersonal skills;
- Ability to organize ideas, materials and approaches into a logical sequence;
- Ability to compile and organize files and data;
- Strong organizational ability with information, people and schedules and equipment;
- Ability to solve problems independently and identify potential solutions.
- A willingness to try new approaches and assess their impacts;
- Ability to track, coordinate and arrange travel schedules;
- Ability to multi-task multiple projects with short timelines;
- Ability to work effectively in a cross-cultural environment;
- Ability to work independently and as part of team.

The above knowledge, skills and abilities are typically acquired through;

- A certificate in public administration, business administration, social sciences, health care or related field;
- Two years of related work experience;
- Acceptable combination of education and experience may be considered.;
- The ability to communicate in more than one of Nunavut's official languages is an asset.

This is a Highly Sensitive Position. Vulnerable Sector and Criminal Records checks are required.

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Daily use of computers and other office equipment;
- Lifting and carrying office supplies and materials.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Works in a typical office setting;
- Some travel to northern communities and may need to take precautions to protect against contact with communicable diseases.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Attention to detail is required when preparing and reviewing documentation and financial reports;
- Spends time on the telephone and in face-to-face meetings dealing with a variety of issues, where being extremely attentive to detail is required.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Coordinates a large and varied workload that is subject to competing priorities and demands from staff members; must meet weekly, monthly and on-going deadlines;
- Regular interaction with internal and external partners including vendors;
- Occasional travel to Nunavut communities may be required;
- Workload and deadlines may require occasional overtime.

7. CERTIFICATION

Employee Signature	Manager, TB Program Supervisor Title
Printed Name	Supervisor Signature
Date :	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
Deputy Head Signature	
Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.