



## **Manitoba Health Job Posting: Nurse Navigator/Mentor**

Are you a Manitoba licensed nurse with a passion for working with Internationally Educated Nurses (IENs) who are interested in working in Manitoba?

Manitoba Health is looking for licensed nurses (RN, LPN, RPN) who are interested in becoming one of the Nurse Navigator/Mentors for the province. This role will report to Manitoba Health and be responsible for contacting, supporting and navigating IENs along the pathway to registration and employment. Thorough understanding of the Manitoba health system, nursing regulatory bodies as well as post-graduate and re-entry/bridging programs for IENs is necessary to succeed in this role.

Please see the job description below for more details on this new and exciting role.

Applications are due Monday March 6<sup>th</sup> and we are anticipating having our new Navigators starting soon after this date. Please send your resume and cover letter to: [ADMOHealth.Policy.Planning@gov.mb.ca](mailto:ADMOHealth.Policy.Planning@gov.mb.ca)

We look forward to hearing from you!

### **POSITION PURPOSE**

The Nurse Navigator/Mentor will assist nurses in managing and coordinating assessments, training and registration to licensure in the field which will lead to employment in the nursing field as per existing processes and pathway standards. The Nurse Navigator/Mentor will assist with complex and interrelated systems. This person will participate in regular communication between the colleges, stakeholder groups and education bodies involved in licensure and the individual nurse, acting as an advocate and guide.

The Nurse Navigator/Mentor will help applicants move through the pathway in a streamlined manner.

### **KEY FUNCTIONS AND RESPONSIBILITIES**

- Use the nurse's reported skills, credentials and experience and navigate the streamlined process throughout the pathway to licensure and employment
- Assist nurses in gathering all documents necessary for registration
- Coordinate points of contact with relevant partners to assist nurses with settling in Manitoba

- Communicate and support continuous process improvements and identify challenges with the Internationally Education Nurses Working group (that includes regulators, educators and employers)
- Participate in Pathway Navigation meetings as required to stay informed and provide requested information
- Identify and document relevant information
- Ensure all data is entered accurately into data system(s) and prepare and/or contribute to data reports for monitoring and decision making
- Manage assigned caseload to include community referrals, collaboration with team members, and advocacy in accordance with the Pathway process.
- Foster collaboration and engage with clients to build a positive client focused experience while navigating complex requirements and timelines

## **QUALIFICATIONS AND EXPERIENCE**

### **Education/Credentials and Experience**

- Degree or equivalent in Registered Nursing
- Experience working as a registered Nurse in the province of Manitoba
- Experience working with diverse populations including new Canadians, in a respectful, culturally sensitive and safe manner
- Certificate in Systems Navigation, considered an asset but not required
- Experience working with government and non-government officials, considered an asset but not required

## **ATTRIBUTES**

- Ability to speak additional languages would be an asset
- Resourceful –The ability to navigate through challenges while maintaining accountability within set requirements.
- Communication Skills (Verbal and Written) - Speaks clearly and persuasively, listens and gets clarification, responds well to questions and participates in meetings. Writes clearly, persuasively and informatively, edits work for spelling and grammar, and reads and interprets written information.

- Active listener – Listens intently and with empathy to identify needs and appropriate solutions.
- Client Focused and Team Player - Experience in Conflict Management and excellent interpersonal and interprofessional skills. Able to support team members and collaborate to achieve results, build teams and create client focused experiences for nurses.
- Excel and Word Program – Experience using both Excel and Word. Time Management – Able to manage and prioritize competing priorities and time with minimal supervision.
- Accountability – Driven to achieve system and nurse outcomes while maintaining accountability and trust.
- Problem Solving Skills – Has the ability to make timely decisions that support nurses and systems while maintaining desired outcomes and accountability.
- Ability to multi-task – Has the ability to manage many tasks and issues at the same time throughout the day, week, and month. Cannot be easily overwhelmed by many issues being presented at the same time to be negotiated.
- Resource Knowledge – Must have knowledge of the available resources and information for nurses in Manitoba and registered nurse licensure process in Manitoba.