



## JOB POSTING: FULLTIME POSITION Home & Community Care Coordinator

**Interested Candidates:** Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

**Job Scope:** The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Home & Community Care Coordinator**. As a member of the Health & Social Services Team, the successful candidate will be responsible for the provision and administration of the Home & Community Care (HCC) programs within the community. The HCC Coordinator ensures that the needs of eligible clients are being met with timely and appropriate service delivery, through coordination and advocacy of all available services. The main role is to encourage community members to contribute to improved community health conditions and assume an active responsibility for enriching and maintaining their individual health.

This is a full-time position for 35 hours per week. Must be flexible and available for on-call after hours and during weekends as required. The successful candidate will work under the direct supervision of the Health & Social Services Manager.

### **Duties & Responsibilities:**

#### **Key Job Functions:**

- Responsible for assisting community members, from infant to the elderly, in achieving an optimum level of health through an assessment process identifying a care plan for the member;
- Maintains a good working relationship with all clients, governments, agencies, native organizations, associations, business associates, Health and Social Services staff and the community;
- Supports and assists in various Health Center programming.

#### **Planning & Management:**

- Increases awareness of programs and services available to clients, community health care providers and membership through community venues and one-on-one with clients;
- Facilitates assessments and follow up as designed within the Home and Community Care Program;
- Administers the Home and Community Care, Home Help and Homemakers budgets, charting and reporting; assists in the delivery of the AED program;
- Assists in supervision, evaluation and professional development/training of the Personal Support Workers allocated to the program;
- Conducts business in a manner that reflects positively on the program reviews and recommends all services, supplies and equipment necessary to achieve program goals within the approved budget;
- Develop, facilitate & oversee the Alderville First Nation Palliative Care Program;
- Ensures compliance with all applicable legislation and First Nation policies and procedures.

#### **Liaison**

- Acts as a case manager for all clients to ensure timely, quality, compassionate care in all areas of service;
- Liaison with all off-reserve home care service providers such as Community Care Access Center; Victorian Order of Nurses; General practitioners and Hospitals; Nursing Homes; Long Term Care Regional Branch Office; Public Health Unit and other agencies as deemed necessary;
- Acts as interpreter when necessary between members of the community and health care delivery team;
- Liaison with visiting officials in the conduct of their business to First Nation people.

**Related and other duties:**

- Ensures participation of client and/or families and in setting goals and encourages the client and family to take an active role in and achieving goals of service;
- Ensures that all caregivers adhere to safe practices in all areas of service delivery;
- Fulfils duties of the Community Health Nurse as required.

**Minimum Qualifications:**

- Registered Nursing Diploma and current membership in good standing with the College of Nurses of Ontario and valid certificate of registration with the RNAO;
- Updated Immunization records and First Aid/CPR Certificate with AED; ongoing renewal as required to maintain current certification;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

**Preferred Experience:**

- Minimum of two (2) years' related experience and 5 years total work experience, preferably in general nursing
- Venipuncture experience;
- Case management experience and group facilitation skills;
- Ability to network effectively and productively with related organizations and agencies both within and outside the community;
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics
- Excellent organizational, interpersonal, written and oral communication skills;
- Must have excellent knowledge of all Microsoft programs and skills for reporting and presentation purposes, and general office equipment knowledge.

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$24.35 - \$25.63 per hour

**Deadline to Apply:** Thursday, September 5, 2018 @ 4:30p.m.

**How to apply:** *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: *Home & Community Care Coordinator*



For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Alderville First Nation*  
*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*