

MISSISSAUGAS OF SCUGOG ISLAND FIRST NATION
OPEN
JOB ANNOUNCEMENT
Home and Community Care Coordinator

POSITION: Home and Community Care Coordinator

POSTING DATE: July 15/2021

ANTICIPATED START DATE: As Soon As Possible

REPORTS TO: Health and Social Services Manager

HOURS OF WORK: Monday to Thursday, 8:30 a.m. to 4:30 p.m. including ½ hour unpaid meal break and Friday from 8:30 a.m. to 1:00 p.m.
Flexible scheduling, some weekend work and/or additional hours/overtime may be required from time to time to meet client and operational needs.

DUTIES:

Program Planning and Management

- Responsible for assisting MSIFN community of all ages who require care in their home, at school, or in the community.
- Working with MSIFN community in achieving an optimum level of health through an assessment process identifying an appropriate and individualized home and community care plan as needed.
- Maintains a good working relationship with all clients, governments, agencies, native organizations, associations, business associates, Health and Social Services staff and the Community.
- Increases awareness of home and community care programs and services available to clients, community health care providers and membership through community venues and one-on-one with clients.
- Ensures compliance with all applicable legislation and First Nation policies and procedures.
- Facilitates assessments and follow up as designed within the Home and Community Care Program.
- Administers and/or coordinates home and community care services to support individuals continuing to reside in their home or place of residence.
- 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.
- Research community health related issues and make recommendations for program development.

Financial Management

- Prepare annual financial budget and work plan for the programs associated with the Home and Community Care program and services.
- Prepare cheque requisitions.
- Monitor costs to budget to ensure programs are operating within the approved budget and provide variance reports.
- Provide quarterly/annually reports for all program funding sources within the scope of the HCC Coordinator as required.
- Prepare funding proposals as required.

Home

- Provide emergency treatment only when on duty by ascertaining patients medical need and arrange for appropriate treatment (primary health assessments and basic first aid provided) Provide home visits as needed to monitor, assess, address, identified health issues.
- Provide relevant health teaching, clients in collaboration with other health care providers as deemed needed.
- Assist the community in understanding that health is not just the absence of disease, but also the intellectual, social, emotional, spiritual and cultural well-being of each person and the community
- Collaborate with members of an interdisciplinary health team to plan, implement, coordinate and evaluate programs and services that will meet individual and community needs.

- Develop and implement annual work plans for the Home and Community Care program that support advancement of the overall health of the MSIFN community through one-on-one counseling, home visits, community workshops, health promotion activities, events, etc.

Liaison

- Acts as a case manager for all clients to ensure timely, quality, compassionate care in all areas of home and community care.
- Liaison with 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 needed to meet the needs of individuals and the MSIFN community.
- Liaison with visiting officials in the conduct of their business to First Nation people.

Related and other duties

- Attend regular case management and staff meetings to provide updates on the status of the home and community care program.
- Maintain client and patient files and information within an electronic database.
- Special projects, assigned tasks and additional regular duties as required by manager.
- Provide coverage for Community Health Nurse as required

Other Accountabilities:

- Ensure participation of client and/or families in care plan develop to ensure goals of care are client identified and driven.
- Ensure that external agencies providing services as coordinated through the Home and Community Care program adhere to safe practices and follow relevant First Nation policies and procedures.
- Accountable to the Mississaugas of Scugog Island First Nation, Chief and Council and Agency Funders.
- All MSIFN Personnel and Operational Policies and Procedures to apply

PAY RATE: \$36.72/hour (\$66,830.40/yr. based on 35-hour work week) – (E1)

MINIMUM QUALIFICATIONS:

Work Experience:

Minimum 3 years related experience and 5 years total work experience, preferably in general nursing, teaching community health promotion/prevention/education

Education:

- A Baccalaureate Degree in Nursing from a recognized Canadian university (RN)
- RPN designation will be considered, however the scope of work and compensation will change
- Member in good standing with the College of Nurses of Ontario

Specialization required:

- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics
- Knowledge of First Nations health issues and treatments
- Knowledge of financial budgeting processes
- Computer skills: word processing, spreadsheet, email, internet
- Current Basic Life Support (level C) and CPR
- Knowledge of privacy legislation
- Demonstrated verbal and written communication proficiency
- Excellent interpersonal skills
- Assessment, monitoring and clinical decision-making skills
- Care planning and coordination skills
- Facilitating/teaching skills
- Capacity building and health promotion skills

Considered an asset:

- Advanced Nursing Foot Care Certification
- Certificate in Community Health Nursing or FNIHB recognized equivalent

TO APPLY:

Applications must be submitted online via our website:

www.scugogfirstnation.com

Or through the direct link:

<https://MississaugasScugogIslandFirstNation.scouterecruit.net/jobs/HCCC>

Complete an application online and include resume and cover letter.

DEADLINE:

Will remain open till filled

QUESTIONS:

Merridy Curtis, Human Resources Coordinator

Phone: 905-985-3337 Ext. 242

Fax: 289-312-4647

mcurtis@scugogfirstnation.com

Note: Consideration will be given to documented past employment performance, attendance and reliability history for applicants who were previously employed by MSIFN. Applicants must meet the minimum qualifications identified to be considered for an interview. Only those applicants selected for an interview will be contacted.

The MSIFN is committed to employment equity. All qualified candidates are encouraged to apply; however, Aboriginal applicants will be given priority. Qualified candidates who self-identify as "Aboriginal" as defined in the MSIFN Recruitment Policy, will be given preferential consideration for any position.

"An Equal Opportunity Employer"