



JOB POSTING

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**. Reporting to the Director of Health & Social Services, this position is responsible for the provision and administration of the Home & Community Care programs within the community. You will ensure that the needs of eligible clients are being met with timely and appropriate service delivery, through coordination and advocacy of all available services. Your 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 permanent* position starting immediately. Office hours at 35 hrs per week will be Monday – Thursday from 8:15am to 4:30pm and Friday 8:15am to 1:15pm, however, ***must*** be willing and available to work evenings and/or weekends as required.

Key Job Functions:

- Supports and assists in various Health Center programming including the newly established Adult Day Program;
- 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 various programs;
- Liaison with all off-reserve home care service providers such as Local Health Integration Networks(LHIN); 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;
- 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;
- Provides coverage for the Community Health Nurse in their absence as required (eg. vacation).

Other:

- Assists in the monitoring, evaluation and professional development of the Personal Support Worker. Review and sign their timesheets; provide in-service as required;
- Prepares annual financial budget and work plans for Home & Community Care;
- Ensures all client information is treated in a confidential matter; maintains current, up to date and complete client files.

Qualifications:

- Bachelor of Science/Baccalaureate in Nursing;
- Current membership in good standing with the College of Nurses of Ontario and valid certificate of registration with the RNAO;
- Must have valid Class 'G' driver's license with reliable method of transportation.

Specialization required:

- Immunization Certificate
- CPR and First Aid, and AED; ongoing renewal as required to maintain current certification.

Considered an asset:

- First Nations and Inuit Health Branch approved training in community health;
- U-First/P.I.E.C.E.S Certificate;
- Palliative Care Training.

Preferred experience:

- Up to 5 years' experience working as a Registered Nurse with a minimum of two (2) years' experience in Community Home Care;
- Venipuncture experience preferred;
- Proven ability to network effectively and productively with related organizations and agencies both within and outside the community;
- Excellent organizational, interpersonal, written and oral communication skills;
- Demonstrated case management experience and group facilitation 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 based on qualifications - skill, ability and related work experience.

Deadline to Apply: Tuesday, February 12, 2019 at 4:30 PM - late applications will not be considered.

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

Fax to: (905) 352-3242

Mailed to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** H&CCC

For full job description, contact Malcolm Ponnayan at (905) 352-2140. We thank all who apply however only those selected for an interview will be contacted.

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