

Coordinator, Home & Community Care

Employer: Ketegaunseebee Garden River First Nation

Posted: 3 months ago

ES Job ID: 14335

Sector(s): Social Services, Healthcare

Closing Date: June 08, 2023

Location: Garden River

Duration: N/A

Job Description:

Position: Coordinator, Home & Community Care
Hourly Range: ALIGN WITH GRFN PAYBANDS
Location: Wellness Centre
Report to: H&CC Program Supervisor

Reporting to the Supervisor, The Home & Community Care Coordinator, combines knowledge of assessments, supervisory and clinical nursing skills to effectively assess and coordinate client care. The Goal of the HCC Program Coordinator is to coordinate the staffing services in such a way as to meet the needs of the clients effectively while encouraging client independence, family, and community support. The HCC Program Coordinator will provide supervision to the Personal Support Workers, Health Care Aids, Homemakers, and Elder Social Activities Worker. The coordinator will provide on call support to the H&CC Team and acts as a Coordinator, in his/her absence.

Duties

- Consult with the client's physician or other health professionals/ agencies as necessary to provide client care;
- Prepare client specific task list with instructions to the Personal Support Workers, health care aides and Elders Social Activity Worker;
- Monitor client progress and provide input to necessary changes in the clients care plan;
- Arrange for ongoing personal care when the care plan identifies that client care cannot be safely carried out in the home by a Health Care Aide;
- Perform Assessment/reassessments using the appropriate assessment tools, within the budgetary constraints of the HCC Program;
- Complete written evaluation of the supervised staff, discussing results and recommendations with the HCC Program supervisor;
- Supervise the Personal Support Workers, Health Care Aides and Elders Activity worker, monitoring the quality of services delivered;
- Continually assessing the clients health status;
- On-going Scheduling of staff;
- Provide Case Management;
- Maintaining Client confidentiality according to PHIPPA and governing body;
- Providing Support to the client/Family by acting as a resource/ advocate;
- Providing teaching and education to client and caregivers;
- Maintaining current skills through professional development, in-services and staff meetings, reading/ viewing applicable education materials and recertifications
- Performing other duties as may be required or assigned

Required Skills:

SAULT STE. MARIE
WEBINQUIRYSSM@SAULTCOLLEGE.CA
705.945.0705

477 Queen Street East, Suite 203
Sault Ste. Marie, ON P6A 1Z5

BLIND RIVER
WEBINQUIRYBR@SAULTCOLLEGE.CA
705.356.1611

1 Industrial Park Road, Suite 205
Blind River, ON P0R 1B0

 SAULT
COLLEGE  Employment
Solutions

Canada  EMPLOYMENT
ONTARIO  Ontario

- Required Degree or Diploma in Nursing from a recognized Post Secondary Institution;
- Previous HCC experience, considered an asset;
- Related experience in a community setting and/or experience with First Nation Communities, considered an asset;
- Demonstrated supervisory, leadership, managerial and computer skills;
- Demonstrated ability in public relations and interpersonal skills;
- Self-Directed and have demonstrated organizational skills;
- Ability to work under pressure to meet deadlines;
- Ability to work independently and collaboratively as a member of a team;
- Excellent organizational skills, time management skills, interpersonal and communications skills, both oral and written;
- Excellent computer skills (including MS Word, Word Perfect, Excel, Internet, Email, Outlook);
- Must undergo a criminal record check prior to employment (At Applicant Expense)

How to Apply:

For a copy of the full job description please email employment@gardenriver.org and one can be forwarded

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by: June 08, 2023 @ 12:00pm (Noon). Please address the envelope and/or email "HCC Coordinator - 2023 - 72" and submit to:

Human Resources
Garden River First Nation
7 Shingwauk Street, Garden River, ON P6A 6Z8
Email: employment@gardenriver.org

The HCC - Coordinator functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities. Garden River First Nation offers all full-time employees' employer matched pension, extended benefits (dental and vision), paid sick and vacation days.

PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS AND EXISTING EMPLOYEES.
SELF-IDENTIFICATION IS ENCOURAGED.

We thank all applicants for their interest; however only those selected for an interview will be contacted.