

Program Supervisor, Home and Community Care

Employer: Ketegaunseebee Garden River First Nation

Posted: 10 months ago

ES Job ID: 14336

Sector(s): Healthcare, Social Services

Closing Date: June 08, 2023

Location: Garden River

Duration: Full Time

Job Description:

Position: Program Supervisor, Home and Community Care

Hourly Range: ALIGN WITH GRFN PAYBANDS

Location: Wellness Centre

Duration: Full Time

Reporting to the Wellness Centre Manager, the main role of this position is to ensure the effective, efficient service is available to community members who require assistance to continue living independently. The program supervisor is also responsible for program development, quality assurance, staff supervision, program intake, system navigation and client allocation within the H&CC program. The program Supervisor will work under the guidance of the Wellness Manager. The HCC program Supervisor will provide direct supervision of the H&C.C Program Coordinator, HCC Nurse Assessor/ Care Coordinator, and the HCC Maintenance worker.

Duties

- Assign Client care based on assessed needs - delegation of tasks to both Regulated and unregulated care staff;
- Participate in planning, developing, implementing, and evaluating of the HCC program according to best practice guidelines;
- Participate in the recruitment, interviewing and orientation of all new HCC staff;
- Ensure that all HCC staff receives the necessary instruction/ certification to provide client-specific care;
- Participate in the planning and provision of continuing education/ training for all HCC staff;
- Assist HCC program Coordinator with program supervision, scheduling, chart audits;
- Meet regularly with Wellness Manager to review plans/ activities and to keep him/her informed of HCC Program concerns;
- Ensure that HCC policies/ procedures and goals/objectives are adhered to by HCC staff;
- Ensure that all necessary reports are completed and submitting as required;
- Authorize work attendance, sick leave, annual leave, travel expenses, continuing education requests, purchase order requests and overtime;
- Ensure all community members have fair equitable care according to MOH guidelines;
- Initiate Emergency Services, when deemed necessary;
- Maintain positive communications between allied health care professionals and agencies;
- Establish Health Care goals and Objectives for strategic planning of HCC services;
- Participate in meetings of the First Nations as requested;
- Must be available for on call support, available to work Sat Holidays, evenings and weekends as directed;
- Performing other duties as may be required or assigned;

Required Skills:

- Required bachelor's degree in nursing; Registered and in good standings with the CNO;
- 3 years related experience in a community setting and/or experience with First Nation Communities considered

an asset;

- Previous supervisory and H&CC experience, considered an asset;
- Demonstrated sensitivity to and knowledge to the First Nation cultural values and traditions;
- 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 Supervisor - 2023 - 70\" and submit to:

Human Resources

Garden River First Nation

7 Shingwauk Street, Garden River, ON P6A 6Z8

Email: employment@gardenriver.org

The Home and Community Care Program Supervisor 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.