

TEMAGAMI FIRST
NATION
JOB DESCRIPTION

Program Coordinator

Regular or Contract:	FullTime
Department:	Community Support Services

A. PURPOSE AND SCOPE

The purpose of the Program Coordinator is to ensure the provision of necessary home support services to meet the needs of the elderly, frail and disabled people within the community. This position works within all pertinent federal and provincial legislation, regulations and guidelines.

B. QUALIFICATIONS

Mandatory Requirements

The Program Coordinator shall have one or more of the following:

E d u c a t i o n : Degree in Social/Health Sciences and or
College Diploma in a health related discipline;
Two years progressively responsible experience, preferably with a First Nation;
Valid Ontario Class 'G' Driver's License;
First Aid and CPR Certification;
CPIC

Additional Requirements

The Program Coordinator shall be knowledgeable and possess skills or prior work experience in the following areas:

Ability to exercise discretion in handling difficult people and confidential matters;
Ability to develop clear, concise and accurate written communications such as proposals, reports and correspondence;
Ability to establish and maintain effective working relationships with Health Team, Management Team, Chief and Council, employees and community members;
Ability to establish and manage priorities to ensure that services and functions are performed in an efficient and responsive manner;
Working knowledge of computers and relevant computer software;
and,
Knowledge of the Temagami First Nation traditions and culture

C. DUTIES

The Program Coordinator shall, in every aspect of their position,

Promote the Temagami First Nation Vision and Mission Statements

Maintain the level of professionalism expected by the Temagami First Nation as outlined through the Policies and Procedures Manual ·

Uphold the ethics of their position and the Health Team

In addition, the Program Coordinator shall complete the following duties:

Coordination

Assess and coordinate approved services under the Home Making Services Act administered by the Ontario Workers Program and the Long Term Care Program, Home and Community Care;

Conducts eligibility means testing to qualify for the Home Making Nurse Services Act;

Implements the policies and procedures of the Long Term Care Program/Home Making Nursing Services and Home and Community Care services and the care plan on a regular basis with the client and home support worker and professionals;

Makes referrals of clients to other appropriate services where financial assistance may be necessary
Communicates and coordinates the care plan with professionals, family and health care "workers, for necessary and appropriate services;

Participates in case conferencing and care plan evaluation;

Plans and assists each client to establish a support program for themselves;

Ensures appropriate caregivers are in place for each client.

Inspections

Meets with staff on a regular basis to identify and address changing client needs

Inspect the sanitary conditions of homes after services provided to ensure completion of duties

Inspect workplaces to ensure that equipment, materials and production processes are not sub-standard and do not present a safety or health hazard to employees

Develop, implement and evaluate health and safety programs and strategies;

Conduct audits to ensure the proper completion of all paperwork

Policy Development

Actively involved in the implementation of organizational facility objectives, procedures and policies regarding nursing home care;

Develop policies as directed by the Manager of Health and Social Services Department;

Develop policies in cooperation with the Health Services Advisory Committee

Ensure policies are being followed

Administrative

Liaise with other First Nations, funding and government agencies to attain funds for projects and improvements

Completes client assessments as required

Provides the Manager of Health Services with monthly and annual program statistics, activity reports, annual report and develops the yearly work plan and budget

Establishes a professional relationship with Visiting Professionals and communicates orders as prescribed

Observes and reports on residents conditions, ensuring that the client's family is aware of any ill or injured residents and significant change

Develop and administer home care program budgets

Personnel

Coordinates to provides training and coordinates training programs for Personal Support Workers, and other care providers as necessary

Schedules and supervises Personal Support Workers, working within program;

Participates in the performance evaluation processes for program staff

D. WORK SITE LOCATION

The Community Health Representative's primary work site location shall be at the Home and Community Care Services building (White House) with reporting relationship to the Doreen Potts Health Centre building owned and operated by the Temagami First Nation. All equipment required for the position is located within the White House and is easily accessible to the Community Health Representative. Frequent travel is required for the position to attend meetings, conferences, and the work sites.

E. ORGANIZATIONAL RELATIONSHIPS

The Program Coordinator shall:

Maintain a positive relationship within the community and with the community members;

Positively reflect the community support services to all health services professionals they may be contact with at the point of destination;

Act as a positive and professional representative of the Health team with all departments during the performance of inter office duties;

Work with team members and be an active participant at team meetings.

The Program Coordinator will report to the Manager of Health and Social Services and participate in coordination meetings at least once monthly.

F. PHYSICAL DEMANDS AND WORK ENVIRONMENT

The Program Coordinator will work in a regulated inside climate. When assisting with the duties of a Home Care Worker, this position has hazards of exposure to infectious bacteria and viruses as a result of indirect contact with, or direct handling of, infectious materials or micro-organisms that may cause illness. The Program Coordinator may also deal with discomforts in their position including the presence of noxious, intense, or prolonged odors in the work environment.

The majority of the physical demands for the above will be sitting, standing and/or walking; however, there will be work activities involving body postures such as bending, stooping, kneeling and crouching. Secondary responsibilities only involve upper limb coordination and lifting strength for loads usually in the area of 10- 20 kg; however, loads above 20 kg will be required on occasion with assistance. Non-physical demands include a work environment where the noise level is quiet, but may be moderate on occasion. The nature of the position will have moderate to high tension and anxiety levels, as there will be a number of situations involving patient care and conditions where a client's health is in decline. The Program Coordinator can expect to work independently, but will be the leader of the Home Care program and must maintain connections with all team members.

G. SIGNATURE

This is to acknowledge that I have received a copy of this job description and understand its contents.

Signature

Date