

SCHEDULE “A” – JOB DESCRIPTION

JOB TITLE:	HOME AND COMMUNITY CARE COORDINATOR
PRIMARY FUNCTION:	The purpose of the HCC 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. The HCC Coordinator will promote the TFN vision and mission statements and maintain a level of professionalism expected by TFN as outlined in the personnel policy and procedure manual.
REPORTING RELATIONSHIP:	This position reports to the Home and Community Care Nurse.

CORE COMPETENCIES

Accountability

- Implement the policies and procedures of the Long-Term Care Program/Homemaking 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.
- Ensure policies are being followed.
- Develop policies in cooperation with the Health Services Advisory Committee.
- Provide the Health Services Director with monthly and annual program statistics, activity reports, annual reports, and develop the yearly work plan and budget.
- Act as a positive and professional representative of the health team with all departments during the performance of interoffice duties.
- Exercise discretion in handling difficult people and confidential matters.
- Develop clear, concise, and accurate written communications such as proposals, reports, and correspondence.

Fiscal Management

- Develop and administer home care program budgets.

Leadership

- Meet with staff on a regular basis to identify and address changing client needs.
- Schedule and supervise Personal Support Workers within the program.
- Work with team members and be an active participant at team meetings.

Networking and Relationship Building

- Liaise with other First Nations, funding, and government agencies to attain funds for projects and improvements.
- Establish a relationship with visiting professionals and communicate orders as prescribed.
- Maintain a positive relationship with the community and community members.
- Positively reflect the community support services to all health services professionals.

- Establish and maintain effective working relationships with Health Team, Management Team, Chief and Council, employees, and community members.

Planning and Organizing

- Plan and assist each client to establish a support program for themselves.
- Ensure appropriate caregivers are in place for each client.
- Coordinate training and training programs for Personal Support Workers, and other care providers as necessary.

Results Orientation

- Conduct eligibility testing to quality for the Homemaking Nurse Services Act.
- Communicate and coordinate the care plan with professionals, family, and health care workers, for necessary and appropriate services.
- Complete client assessments as required.
- Assess and coordinate approved services under the Homemaking Services Act administered by the Ontario Workers program and the Long-Term Care Program and the Home and Community Care program.
- Participate in case conferencing and care plan evaluation.
- Participate in the performance evaluation processes for program staff.
- Establish and manage priorities to ensure that services and functions are performed in an efficient and responsive manner.

Services Orientation

- Make referrals of clients to other appropriate services where financial assistance may be necessary.
- 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.
- Observe and report on resident conditions, ensuring that the client's family is aware of any ill or injured residents and significant change.

Other Duties

- Flexibility- willing to work weekdays, evenings, and weekends as required.
- Other duties related to the Home & Community Care Coordinator position as required.

QUALIFICATIONS:

- **REQUIRED:** Degree in social/health services and/or college diploma in a health-related discipline.
- **REQUIRED:** Two (2) years of progressively responsible experience, preferably with a First Nation.
- **REQUIRED:** Ability to attain and maintain a cleared Canadian Police Information Centre (CPIC) check including the Vulnerable Sector (VS) check.
- **REQUIRED:** Valid Class 'G' Ontario Driver's License and the ability to be insured.

- **REQUIRED:** Valid CPR Level C and First Aid certification or willingness to obtain.
- Knowledge of the Temagami First Nation traditions and culture is considered *an asset*.
- Excellent computer skills with Microsoft Suite products including Word, Excel, and PowerPoint.
- Excellent integrity and professionalism.
- Strong analytical and decision-making skills.
- Strong team player with excellent team building skills.
- Effective written and oral communications skills to effectively deal with stakeholders.
- Good communication skills.
- Excellent organizational skills.
- Ability to work with sensitivity from the diverse perspectives of individual clients and community service providers.
- Excellent problem-solving skills.
- Excellent interpersonal skills to work effectively in a diverse working environment.
- Ability to work with people sensitively, tactfully, diplomatically, and professionally.