



## **Job Posting**

### **Netmizaaggamig Nishnaabeg Home & Community Care Coordinator**

#### **Summary**

The Home & Community Care Coordinator will work under the direction of the Manager of Health to ensure that the Home & Community Care program supports a continuum of care for health services responsive to the needs of the frail, elderly, disabled, convalescing, palliative or those living with chronic health disorders. The Home & Community Care Coordinator will be the lead professional responsible for completing client assessments, care plans, implementing appropriate nursing care and evaluating outcomes. They will be responsible for identifying the needs of the Home & Community Care program including implementation of Homemaker & Personal Support Services. They will effectively collaborate, communicate, and liaise with other members of the Health Services team, Health Services partners such as Dilico Health, Marathon Family Health Team & Northern Neighbors Nurse Practitioner led Clinic – White River and any other Health Service agency that may be mandated to provide service to the Community of Netmizaaggamig Nishnaabeg

#### **Qualifications**

- A baccalaureate in Nursing from an accredited university or
- Registered Nurse or Registered Practical Nurse with diploma and minimum 3 years' experience in home care
- Current College of Nurses of Ontario registration and eligible for membership with RAO /LAP
- First Aid and CPR with AED or willingness to obtain upon employment.
- A valid Ontario Class "G" Driver's License and access to a reliable personal vehicle
- A recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check or willingness to obtain upon employment.

#### **Responsibilities**

Ensure service delivery for Home & Community Care clients by:

- Develop models of care for Home & Community Care based on the direction from Comprehensive Community Plan, community leadership, and the Manager of Health
- Conducting client intake and assessment visits, using appropriate assessment tools and documenting information
- Preparing a client care plan using a client & family centered approach
- Organize & coordinate program services in the home which will successfully meet the client's needs.
- Provide an objective, non-judgmental approach to client needs.
- Maintain accurate client files.
- Work with Assisted Living/NIHB Coordinator to coordinate staff schedules to ensure that client needs are met.
- Coordinate access to specialized services by working in conjunction with other organizations for services such as occupational therapy, physiotherapy, and financial counselling.
- Provide client intakes, assessments, and re-assessments.
- Coordinate regular client case reviews with all service providers, care givers, nurses, and family members.
- Liaison with other service providers to ensure compliance with funding requirements.
- Refer client & families to appropriate internal/external resources as needed.

Perform other duties, such as:

- Providing personal care to clients on an occasional basis
- Identifies ongoing needs of elders and persons with disabilities and acts as an advocate to meet those needs.



- Assists clients to access materials and services to ensure that clients can remain at home safely. Examples: referrals to housing for ramps, occupational therapist for assistive devices, medical appts for routine follow up with family physician
- Coordinate in-home professional care by nurses, therapists, and diabetes program staff.
- Participate in meetings and other committees as requested.
- Promote the Home & Community Care program with outside resources and service agents.
- Complete proposal applications for funding allocations and implement programs pending approval.
- Maintain a First Nations perspective in the Home and Community Care Program by consulting with community elders, caregivers, clergy, clients, and volunteers.
- Ensure a work life and physical environment that supports the safe delivery of care and service to clients.
- Continues professional development through participation in reflective practice, development of an annual training plan and by actively seeking and attending training opportunities applicable and relevant to position.
- Submits monthly activity reports to Manager of Health
- Maintains relevant up to date data and stats on Home & Community Care program and reports these back to community on an annual basis via newsletters, social media, etc.
- Completes administrative duties such as policy writing and updating of Home & Community Care policies & procedures and service delivery plan in line with Netmizaaggamig Nishnaabeg's governance processes.
- Understands and implements infection control following best practice guidelines.
- Charting within Mustimuhw upon client care
- Respond to crisis as required.
- Other duties as requested

**The employees of Netmizaaggamig Nishnaabeg are expected to be examples of healthy and positive living and as such, any offer of employment would be conditional on the candidate providing a satisfactory drug screening test and CPIC / Vulnerable Persons check.**

**Closing Date: March 27<sup>th</sup>, 2024**

**Send resume to:**

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