



## First Nation of Na-Cho Nyäk Dun **EMPLOYMENT OPPORTUNITY**

**Position Title:** Home and Community Care Coordinator (HCCC)  
**Department:** Health and Social Programs  
**Salary Range:** Starting \$ 29.60 rate per hour (Level 6)  
*\*Rate of pay will be based upon education, experience and knowledge*  
**Term:** Full Time Term (75 Hours Bi-weekly)  
Until August 2019  
**Closing Date:** **Friday, June 29<sup>th</sup>, 2018 OR UNTIL FILLED**

### **Job Summary:**

Reporting to the Manager, Social Programs, the Home and Community Care Coordinator is responsible for effective and efficiency management of the Home and Community Care Program (HCCP) in accordance with the FNNND policies and procedures and the Adult Protection Act and any other relevant Acts that may be passed during the term of employment.

### **Main Duties:**

- Ensure service delivery of the HCCP adheres to all current FNNND policies and procedures, including any amendments as required;
- Identify citizens who should be assessed for eligibility into FNNND HCCP;
- Coordinate Yukon Government (YG) nurse assessments and reassessments of clients 's home and community care needs as required;
- Plan, direct, monitor, evaluate and supervise the care required to meet client needs identified in client care plans, including case management, case planning to include light housekeeping, laundry services, and providing support;
- Conduct data collection within the program and community, analyzing the data, compiling and submitting required summary reports and planning program delivery according to the goals and objectives of the program prescribed by the FNNND;
- Report negligence or abuse under the Adult Protection Services as required;
- Coordinate, administer and process NIHB Medical Travel for clients;
- Rotate on a schedule with staff for the on-call Medical Emergency after hours, weekends and holidays;

### **Supervision of the Home Support Workers (HSW) within the HCCP:**

- Coordinate and monitor the Home Support Workers;
- Coordinate, identify and develop care plans with individuals based on needs assessment and arrange for home care/personal need services;
- Determine the number of HSW required;
- Assess number of hours required for client care plan per week for the HSW;
- Check on client's hours to ensure care plan duties are completed;
- Develop individual work plans/goals with HSW to ensure proper training is being followed; and
- Arrange regular staff meeting with HSW and inform of training opportunities and ensure training is updated on a regular basis.

### **Knoweldge and Skills:**

- Diploma in the field of health and 2 years experience working in the health field in a First Nation environment with supervision and administration experience;
- Office equipment skills: computer skills (Microsoft Office) and multi-line phone and copier;
- Organizational and time management skills;
- Good record keeping and reporting skills;
- Effective interpersonal and communication skills to establish rapport with citizens, staff and government;

### **Conditions of Employment:**

- Security Clearance
- Valid Driver's Licence/ Abstract

Please submit your cover letter and resume to:  
**Ronalda Moses, Manager, Human Resources**  
**First Nation of Na-Cho Nyäk Dun**  
**Phone: (867) 996-2265 Ext. # 203**  
**Email to: [humanresources@nndfn.com](mailto:humanresources@nndfn.com)**

***\*Preference may be given to First Nation of Na-Cho Nyäk Dun Citizens***