

FIRST NATION OF NACHO NYAK DUN (FNNND)

Position Title:	Home and Community Care Coordinator (HCCC)
Department:	Social Programs
Date:	November 2, 2015
Status:	Regular Full-Time
Classification	Level 6

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;
- Develop care plans for clients working with YG nurse assessments and other professional services;
- 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;
- Ensure a reassessment of any client care plan whenever the clients condition changes, the client is hospitalized, or the caregiver changes;
- Assist with program and activity development;
- Prepare funding proposals, budgets, and financial monitoring and reporting of HCCP, including statistics (i.e. number of clients, home support workers, hours and conditions of homes);
- Prepare regular monthly reports and submit to Council as required;
- 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;
- Providing assistance to the Public Health Nurse and other appropriate resources as determined;
- Keep current on new initiatives and research in related health areas and ensure staff are aware of new treatment methods as required;
- Ensure that information acquired through the activities of the position is kept strictly confidential;
- Attend staff meetings, special planning groups, or interagency meetings as required;

- Fill-in for other health and social services staff in the department on a temporary basis when staff are absent from work or overloaded, as requested;
- 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; and
- Other duties as required.

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.

KNOWLEDGE AND SKILLS

- Education and experience: a 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;
- Specific skills: incumbent must have knowledge of FNND's history and culture;
- Organizational and time management skills;
- Good record keeping and reporting skills;
- Ability to provide service to several clients;
- Effective interpersonal and communication skills to establish rapport with citizens, staff and government;
- Understanding of the particular health and social issues encountered by First Nation;
- Ability to develop and monitor a budget and to plan and delegate responsibilities, set goals, objectives and priorities;
- Organize tasks and meet deadlines;
- Ability to work independently and as a team;
- Proven professionalism and positive work ethics;
- Ability to manage financial and material resources; and
- Ability to train and supervise staff.

DECISION-MAKING

This position operates within a case management environment with a number of different community resources involved helping a client make health decisions. This position will regularly make decisions on client care needs, the suitability of family members to assist in providing care and the necessity

IMPACT/ACCOUNTABILITY

The intended impact of the work of this position is on the quality of social and health programs delivered to NND's citizens. In achieving its goals and objectives, the position manages others and controls financial resources. Decisions provided by this position have a significant impact on the organization and on the health and well being of citizens. Poorly thought out decisions or recommendations can impact the First Nation Government's ability to effectively manage its social and health programs and services as a whole, thereby impacting the citizen's confidence in the First Nation Government and Chief & Council.

WORKING CONDITIONS

This position works in a normal office environment and in a variety of public forums. There is a requirement for occasional travel both within and outside the community. The work of this position requires strict confidentiality and a high level of professionalism. The incumbent is often required to meet regular and critical deadlines. Sometimes spiritual stress will be encountered when responding to inquiries and providing assistance to critically ill citizens, and citizens who are experiencing crisis which will require high levels of concentration and constant interruptions. The incumbent will often encounter angry or emotional individuals upset with the current social and health programs delivered by the different levels of government. The incumbent will also be required to share the on-call medical phone duties with the rest of social programs team.

CONDITIONS OF EMPLOYMENT:

Position requires tact, diplomacy and discretion while dealing with sensitive information in a confidential environment. Valid Class 5 Yukon Driver's License is preferred along with a driver's abstract. All NNDFN personnel policies and associated signatory forms apply. A Criminal Record Check is required.