

## **Employment Opportunity**

### **Home and Community Coordinator**

**Department:** Health and Wellness

**Reports to:** Director of Health and Wellness

**Salary:** Depending on qualifications and experience

**Deadline:** **September 30, 2021 4:30 p.m.**

### **Summary**

*The incumbent of the Home Care Nurse Coordinator Position will coordinate and manage home care services and provide functional supervision of support care personnel in cooperation with other agencies. The Home Care Nurse Coordinator will report directly to the Director of Health and Wellness.*

### **Knowledge, Experience, Skills and Abilities**

- A baccalaureate degree, or diploma, in Nursing (BSc, RN's) from a recognized Canadian University, with a minimum of seven (7) years experience in Nursing,
- REQUIRED 5 YEARS OF NURSING MANAGEMENT EXPERIENCE
- - Wound and foot care certification considered an asset
- Strong interpersonal skills and the ability to work effectively with a wide range of individuals in the organizations, communities and federal and provincial representatives;
- Superb verbal and written communication skills with an ability to communicate complex information and capability for drafting and editing a variety of written materials;
- Current registration with the college of Nurses in Nova Scotia;
- Knowledge of funding sources available to First Nations Health Centre;s, with specific emphasis on Home and Community Care;
- Current CPR/Basic First Aid certification.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, initiative and flexibility;
- Possession of a valid driver's license.
- Strong organizational, computer skills and coordination skills;

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- Provide a criminal Records check and Child Abuse Registry check;
- Possess supervisory and case management skills;;
- Ability to work independently and expeditiously under tight timeframes and competing priorities;
- Perform other related duties as requested by health director
- Respect confidential nature of the business and management of a Health Centre
- Familiarity with Continuing Care Nova Scotia process

### **Specific Accountabilities**

- Collaborates with NSHA on discharge planning and palliative care and specialty care
- Plans and provides group education on chronic disease and elder health
- Plans, organizes, directs and monitors all the activities for the Home and Community Care Programs;
- Receives referrals for clients across the lifespan, with varying health needs from institutions, community agencies and individuals. Acts as a consultant and community resource person in order to facilitate access to services for eligible clients;
- Screens referrals for eligibility and suitability for admission to home care in accordance with policy guidelines;
- Assesses the needs of persons who cannot function independently in the community, and of their families, according to policy guidelines;
- Collects relevant information related to client's needs, conducts nursing assessments, makes nursing diagnosis, plans, implements and evaluates the plan of care for clients who may present at any point in the lifespan with varying health care needs;
- Promotes self-care and independence by providing instruction to individuals, families and other groups of people;
- Mobilizes and coordinates the other health and social resources required to permit clients and their families to function as independently as possible, both as individuals and as a family unit;
- The nurse will organize care plans to ensure that the resources work in concert to improve or maintain the client's/family ability to function at the best level possible both as individuals and as a family unit;
- Establishes and maintains close liaison with families, significant others, attending physicians and other health care providers involved in the client's care;

- Reviews, reassesses, and revises; with the clients, the family and other care providers; the client's progress, which may include planning and attending case reviews and client conferences, if required;
- Plans effectively with the client and family and other care providers for discharge;
- Maintains client records in the approved format, ensures the documentations meets the legal and medical requirements, and ensures records provide for continuity of care;
- Coordinates and participates in quality assurance activities as requested
- Reviews case workload weekly to determine priorities and make appropriate referrals;
- Prepares and submits month end statistical reports and quarterly activity reports to the Health Director;
- Provides supervision of assigned workers in the Home Care Program;
- Coordinates staff development sessions and participates in further education as required
- Maintains confidentiality as per policy guidelines
- Plans, supervises, cooperates and monitors the work of professional, and support staff within the Home and Community Care program;
- Keeps abreast of Health initiatives available to First Nation communities and maintains good communication with the government representatives dealing with these programs;
- Makes presentations to external agencies/organizations, and to Chief, Council and internal committees, as required;
- Provides leadership and direction in establishing program goals, objectives and policies;
- Demonstrates continuous effort to: improve operations; decrease turn-around times; streamline work processes; and work cooperatively and jointly, to provide quality seamless Customer service;
- Assist in program planning and evaluation;
- Develop Home and community care policies, procedures and directives;
- Manage and oversee the procurement and maintenance of Home and Community Care office and medical equipment;
- Ensure programs are delivered efficiently and effectively
- Maintain and submit monthly programs reports and compile yearly reports;
- Prepare educational articles/submissions and programs to increase awareness of home care issues for staff, clients and community;

- Provide ongoing professional training, consultative services to Health Department's Professional and support staff;
- Direct and supervise staff in providing records management, confidentiality, purchasing, human resources and other administrative services;
- Oversee day to day operations of the Home and Community Care program;
- Provide direct nursing care to clients

**If you are interested, qualified and would like to be part of Waycobah's Team, please email in Word or PDF format, the following documents to contact information below by September 30, 2021, 4:30 p.m.**

- A detailed cover letter explaining how you meet the position requirements.
- An updated resume
- ( please add **Home and Community Care Coordinator** on subject line of your email)

Please apply to the Director of Employment and Training, 160  
Reservation Road, Wekoqmaq First Nation, N.S  
Work Phone: 756-3149/2748 Cell: 902 -295-0841 Fax: 756-3436  
• Email: [jobs@waycobah.ca](mailto:jobs@waycobah.ca)