

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
10-	Regional Home and Community Care Coordinator	Executive Director	
Department	Division/Region	Community	Location
Health & Social Services	Baffin	Iqaluit	

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.
Reporting to the Executive Director, the incumbent will provide program expertise and coordinate the support to planning, program development, service delivery and evaluation for home and community care programs in Baffin communities. This will involve coordination of expertise across the department and in partner departments and agencies, but will emphasize community development and the deepening of community capacity.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.
<p>This position is located in Iqaluit, serves the thirteen communities of the Baffin and reports to the Executive Director. The incumbent is responsible for providing functional direction to home and community care programs throughout the region. The program budget will fluctuate from year to year, but will be at least \$2M and will significantly influence other program budgets and effectiveness (e.g., medical travel, out of territory placements for children and adults in care, school services, Nunavut court and corrections systems). The incumbent will require sound professional and practical judgment in the development and implementation of a safe, effective and efficient home and community care program. The incumbent is expected to work with minimal supervision in carrying out day-to-day activities.</p> <p>The incumbent consults with the Territorial H&CC coordinator in the development and design of supportive strategies to be implemented in the Baffin Region. The incumbent ensures that activities are performed in a manner consistent with appropriate program and professional guidelines (e.g., the First Nation & Inuit Home and Community Care Planning resource kit). The incumbent works in a multi-disciplinary team setting in collaboration with Hamlets, RIA's, NSDC, GN, and Health Canada.</p>

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. For a management position, indicate the subordinate position(s) through which objectives are accomplished.

Coordinate public awareness and the facilitation of local home and community care planning groups by:

- Making use of media to stimulate awareness of home and community care programs and problems that affect the independence of community persons of all ages;
- Travelling through the Baffin region to explain and discuss the H&CC program with the communities and to encourage the development of home care programs to meet the community needs;
- In conjunction with the H&CC program committees initiating interagency meetings with other resource people involved in community programs to ensure an awareness and coordination of all efforts;
- Assisting in the development and preparation of community project proposals, specifically in regards to design, goals and objectives, activity structures, staff requirements, cost management and evaluation criteria; and
- Undertaking all tasks in such a manner as to maximize knowledge and skill transfer to community members.

Coordinate the engagement and program expertise of external parties to support community service design and delivery, and facilitate collaboration between community-based and external partners by:

- Assisting in the identification and screening of external resources, where appropriate;
- Assisting other government departments and concerned organizations to plan programs that will support community based care;
- Consulting with program staff in the region and in headquarters regarding development of long term care programs, recommending culturally and geographically specific adaptation where required;
- Working with other government officials and organizations to present progress on development of home and community care programs for people of all ages in the Baffin region;
- Consulting with departments, agencies, community groups and councils and with other government officials in relation to specific community and home care concerns, in order to identify objectives and priority areas and plan appropriate action in an attempt to alleviate any community concerns.

Ensure appropriate training is accessed by program staff by:

- Planning and organizing home and community care training programs specific to the needs of the region/communities
- Researching, planning and organizing education programs for the training of service delivery personal; and
- Participating in training courses, workshops, seminars, and conferences to ensure maintenance of current knowledge of home care and community based care

Facilitate program design to maximize community benefit by:

- Supporting and directing the integration of new home and community care services with existing services

- Developing a system for continual updating and support for the home and community care program within the communities of the Baffin region

Providing professional guidance to ensure safe and effective home and community care solutions are provided – and appropriate extra-community services link appropriately by:

- Developing plans for assessment, referral and treatment of individuals requiring care beyond that which their families and community can provide
- Developing a system for the continual updating of aged and handicapped needs assessment in consultation with community and the appropriate headquarters staff
- Developing, negotiating and auditing contracts as required
- Recommending policy, standards and procedures for the home and community care program in accordance with the philosophy and objectives of *Pinasuaqtavut* (the “Bathurst Mandate”);
- Providing advice on coordinated home care standards and procedures throughout the region; and
- Assisting in assessing needs of home care clients.

Ensuring effective public accountability mechanisms are in place:

- Developing a recording system to reflect the program features, objectives and success in achieving objectives in each community;
- Assisting communities to develop regular record-keeping and related reports;
- Developing comprehensive regional reports to permit territorial accountability; and
- Travelling to the communities to ensure that community programs are utilized and functioning within the policy guidelines or contract requirements, as well as encouraging and assisting in the development of new resources

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.

- Knowledge of community dynamics and Inuit culture
- Knowledge of the Nunavut health and social service system
- Skills in planning, organizing, implementing and evaluating programs
- Facility with computer word processing
- Facility with data systems an asset
- Respect for confidentiality of information
- Ability to travel in small planes

- Degree or diploma in Nursing, social work or allied health services (e.g. OT)
- Minimum of 4 years experience in related field

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of occurrence of physical demands, environmental conditions, and demands on one's senses and mental demands.

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue.

Environmental Conditions

Indicate the nature of adverse environmental conditions, to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that disrupt regular work schedules and travel requirements.

Sensory Demands

Indicate the nature of demands on the jobholder's senses to make judgments through touch, smell, sight and hearing, and judge speed and accuracy.

Mental Demands

Indicate conditions that may lead to mental or emotional fatigue.

7. CERTIFICATION

<p>_____ Employee Signature</p> <p>_____ Printed Name</p> <p>_____ Date I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____ Supervisor Title</p> <p>_____ Supervisor Signature</p> <p>_____ Date I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____ Deputy Head Signature</p> <p>_____ Date I approve the delegation of the responsibilities outlined herein within the context of the Attached organizational structure.</p>	

8. ORGANIZATION CHART

Please Attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.