

1. IDENTIFICATION

Position No.	Job Title	Supervisor's Position	Fin. Code
	Territorial Home and Community Care Coordinator	Director	
Department	Division/Region	Community	Location
Health & Social Services	Territory	Nunavut	Ottawa

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Reporting to the Director, the incumbent will provide program expertise and coordinate the support for funding, planning, program development and implementation, service delivery and evaluation for home and community care programs in Nunavut Territory. This will involve coordination of expertise across the department, in partner departments, agencies and DIA's, and with Health Canada; but will emphasize program development and the deepening of Nunavut capacity.

3. SCOPE

Describe in what way the position contributes to and impacts on the organization.

This position is located in Ottawa/Iqaluit, serves the three Regions of Nunavut and reports to the Director. The incumbent is responsible for providing overall program direction for home and community care throughout the territory. The program budget will fluctuate from year to year, but will be at least \$5M 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.

The incumbent consults with the Director in the development and design of supportive strategies to be implemented in Nunavut. 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 Regional Co-ordinators, DIA's, NSDC, GN, and Health Canada.

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.

Support and promote home and community care by:

- Working directly with Health Canada to ensure alignment with federal standards, program milestones are met and contribution funds are released as planned;
- Producing annual business plans to ensure the Community and Home Care Program will continue to meet Nunavut needs with adequate services and funding;
- Preparing annual budgets and tracking those budgets to ensure compliance;
- In conjunction with Health Canada, NSDC and the RIA's initiating inter-organizational meetings 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;
- Developing a system for continual updating and support for the home and community care program within the communities of Nunavut; and
- Undertaking all tasks in such a manner as to maximize knowledge and skill transfer to H&SS staff and partners.

Coordinate the engagement and program expertise of external parties to support community service design and delivery, and facilitate collaboration between GN H&SS and external partners by:

- Consulting with Health Canada, DIA's, national Aboriginal and Inuit Organizations, and with other government officials in relation to specific home care concerns, in order to identify objectives and priority areas and plan appropriate action in an attempt to alleviate any territorial concerns;
- Assisting other government departments and Inuit organizations to plan and integrate programs that will support community based care;
- Consulting with program staff in the regions and in headquarters regarding development of long term care programs, recommending culturally and geographically specific adaptation where required;
- Identifying and screening of external resources, where appropriate; and
- Developing, negotiating and auditing contracts as required.

Ensure appropriate training is accessed by program staff by:

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

Ensuring effective public accountability mechanisms are in place:

- Introducing policy, standards and procedures for the home and community care program in accordance with the policies and procedures outlined by Health Canada;
- Establishing the forms, processes and a mechanized database to capture activity, volume, personnel and material usage;
- Working with Health Canada to determine and put in place long term macro measurements for program success at a territorial level;
- Developing a recording system to reflect the program features, objectives and success in achieving objectives in the territory;
- Establishing comprehensive regional reports to permit territorial accountability; and
- Travelling to the regions to ensure that programs are utilized and functioning within the policy guidelines or contract requirements, as well as encouraging and assisting in the development of new resources; and
- Working with other government officials and organizations to present progress on development of home and community care programs for people of all ages in Nunavut;

5. KNOWLEDGE, SKILLS AND ABILITIES

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

- Knowledge of territorial dynamics and Inuit culture
- Knowledge of the Nunavut health and social service system
- Leadership and highly motivated
- Skills in business and operations
- Skills in planning, organizing, implementing and evaluating programs
- Facility with computer word processing
- 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>_____</p> <p>Employee Signature</p> <p>_____</p> <p>Printed Name</p> <p>_____</p> <p>Date</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>	<p>_____</p> <p>Supervisor Title</p> <p>_____</p> <p>Supervisor Signature</p> <p>_____</p> <p>Date</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p>
<p>_____</p> <p>Deputy Head Signature</p> <p>_____</p> <p>Date</p> <p>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”.