

Home and Community Care Local Co-ordinator

Job Summary

Reporting to the Program Supervisor (Nurse in Charge/Nurse Manager) the local Home Care Coordinator administers the local Home and Community Care Program and supervises the local Home and Community Care Workers in providing a broad range of Home and Community Care programs and services.

Duties and Responsibilities

- Participates in initial and ongoing assessments of clients with the supervisor and involved HCCW's
- Participates in the care planning for clients with the supervisor and involved HCCW's
- Reports changes in planned hours of service to the Program Supervisor (Nurse in Charge/Nurse Manager) immediately
- Assesses workload on a daily/weekly/monthly basis and assigns HCCW's to clients based on knowledge of the clients' needs and the skills of the HCCW's
- Participates in ongoing client evaluation and progress reporting
- Makes referrals to community nurses, CHR's, social workers, and other community agencies
- Records data appropriately, accurately, completely and in a timely way to ensure clear and accurate client and employee records
- Ensures that all client, family and program information, records and communication are treated with strict confidentiality
- Contributes to and participates in the evaluation of the program
- Ensures activity reports and all other summary and evaluative reports are completed and sent in
- Supervises the HCCW's by maintaining up-to-date job definition worksheets, providing ongoing feedback on performance and skills and participates in their performance appraisals with the Program Supervisor
- Supports, mentors, coaches and teaches/trains the HCCW's
- Participates in the local information and communications processes to inform and educate the community about Home and Community Care programs and developments
- Links with health promotion, environmental health programs, mental health programs, dental programs, social services programs, etc.
- Administers the program vehicle and equipment
- Participates in program planning with the Regional HCC Coordinator and receives program support from the Regional Coordinator"
- Might assume, if qualified, part-time duties of a HCCW to balance work load

Knowledge, Skills and Qualifications

- Strong Level 1 HCCW assessment and care delivery and evaluation skills
- Advanced level 2 HCCW skills an asset
- Current Health Care Aide, Community Living Worker, Home Support II, Home Support III or Personal Support Worker Certificate, or equivalent required
- Possesses or is able and willing to obtain a valid drivers licence
- Excellent interpersonal skills
- Communication skills - verbal and written in Inuktitut and English
- Supervision skills along with mentoring, coaching and teaching skills
- Administration skills to include organizing and coordinating
- Computer skills to include word processing and spreadsheets
- Working knowledge of household management skills
- Working knowledge of aids to assist in activities of daily living such as canes, walkers, lifts, transfer boards, etc
- Awareness and understanding of Nunavut Home and Community Care Program policies and procedures
- Two years of related experience an asset

Mental Effort and Ability

- Effectively deals with a variety of staff, clients and families including palliative
- Handles multiple demands
- Will be working with own family and friends at times
- Handles conflict and crisis situations
- Completes workload within assigned time frames
- Effectively manages confidentiality issues in a small community

Physical Effort (if working part-time as a HCCW)

- Moderate physical effort
- Lifting and bending in awkward positions
- Lifting up to 40 pounds

Special Working Conditions

- May be exposed to a variety of environmental working conditions and external hazards
- Required to work days, evenings, nights, weekends and statutory holidays, 24 hours a day
- Required to travel in the community