



BINGWI NEYAASHI ANISHINAABEK

Finance Office: 1 Copper Thunderbird Road, Sand Point First Nation, ON P0T 2B0

Satellite Office: 292 Court Street South, Thunder Bay, ON P7B 6C6

Phone: (807) 623-2724

Fax: (807) 623-2764

JOB POSTING

Home and Community Care Coordinator (full-time)

Job Summary:

The Coordinator reports to the Health Director with overall accountability to Chief and Council through the Health Portfolio holder. The Coordinator will collaborate with the Health Director in the planning and implementation of a variety of community activities to promote physical, mental, emotional and spiritual wellness.

Responsibilities:

Act in the capacity of the primary case manager of Home and Community Care services

- Act in the capacity of the primary case manager of Home and Community Care services to the members of BNA with emphasis on the elderly and disabled.
- Coordinate the delivery of a continuum of long term care services and home & community care to support individuals and their families in resolving issues related to the aged and disabled.
- Match client needs for personal, homemaking and maintenance services.
- Provide demographic, health status, statistical, and program information according to policy or as directed.

Research, develop, deliver and evaluate programs

- Monitor programs and services to ensure they meet stated goals
- Build and/or strengthen bridges between traditional and mainstream approaches to wellness.
- Develop long range plans, programs and strategies as well as policies, guidelines, standards and reporting systems
- Monitor programs and services to ensure they meet stated goals

Administer programs

- Prepare and distribute program information and opportunities
- Identify potential funding sources and prepare proposals and funding applications. Ensure that funding agreement and regulatory requirements are being met.
- Plan, implement and monitor program budgets
- Coordinate purchasing and program delivery. Develop long range plans, programs and strategies

Qualifications

- Degree/diploma in gerontology, social work, nursing or related health care field.
- Nursing qualifications (ie. RPN) *an asset* (Members of a regulated health care profession must provide evidence of registration and insurance)
- Minimum of three (3) years of clinical experience in a long term care environment or home and community care program.
- Valid drivers license

Please submit your application to the BNA office or via email to kborysewicz@bnafn.ca

Job is open until filled.