



**Exciting Career Opportunity**  
**Home Health Care Coordinator, Health Centre**  
**Extended Closing Date: Nov 2, 2023**

**General Description:**

Under the direction and supervision of the Sipekne'katik Health Director this position is accountable to provide a coordinated program that enables elders and others to continue to live in their homes while providing daily functional supervision for the Home Care Nurse and Home Care Support Staff.

**Responsibilities:**

- Administer the home care program to ensure that the program is delivered in an appropriate, caring and respectful manner.
- Ensure that the home care support staff are trained in provincial standards as required.
- Monitor all staff training, competency and reliability.
- Identify persons requiring home care and the client's needs.
- Coordinate care management on a weekly basis for all of client's needs, consult with the family members and other supports to ensure that the client's needs are being addressed and met.
- Assess and reassess all clients in a timely manner, including adult care clients as requested.
- Establish and maintain a confidential client recording system.
- Provide client information to the other health professionals only when the clients consent.
- Always maintain client confidentiality, unless directed otherwise with verbal and written consent.
- Liaise with the family medical and other resources as required.
- Educate clients, families and the community on the home care program.
- Educate clients and their families to take responsibility for their health and provide written resource materials as needed.
- Coordinate with the other health facilities (hospitals, family doctors, other) care management and discharge planning, including a pre-discharge home assessment.
- Update related policies on annual basis.
- Complete payroll, invoices/ budget.
- Monitors sick leave, vacations and absenteeism of Homecare staff.
- Meets with homecare staff regularly to discuss caseloads and relevant client information, changes in clients care or service provided, changes in client status and discontinuation of service as required.
- Compile monthly report of the HCC activities, for funding purposes, to the Director of Operations.
- Other related duties as assigned by Supervisor.



### Qualifications and Education:

- Must have either a Baccalaureate degree in Nursing or Diploma in Nursing from a recognized school.
- Must be eligible to be registered with the Nova Scotia Association of Nursing.
- Knowledge of Indigenous and/or Mi'kmaq communities/organizations.
- Open to, and interested in, obtaining additional required skills and competencies for the position.
- Must be willing to work occasional flexible hours to perform work in the client's home and community.
- Valid Driver's license with a 6A Endorsement
- Current CPR/First Aid
- Pass Child Abuse Registry & Police background Checks.

### Pay and Benefits

This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan. Starting salary based on qualifications.

Please apply with a resume, cover letter (applicants who self-identify as indigenous are to state their community ties in their cover letter) and criminal records check to:

Human Resources Manager  
Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***