



CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Community Support Services Coordinator

Department: Health and Wellness
Program: Home and Community Care
Reports To: Home and Community Care Administrator
Hours of Work: 37.5 hr/wk

JOB PURPOSE

The Community Support Services Coordinator is responsible for the development and implementation of the Home and Community Care Community (HCC) Support Services day program. The Coordinator ensures that all HCC clients and elderly community members continue to access weekly and special day program activities. In addition to regularly scheduled day programming the Coordinator conducts home visits. Home visits include such things as encouraging Client involvement in regularly scheduled day program events, providing social stimulation by conversation, playing games or taking the client out for a stroll. Completing monthly/quarterly reports and tracking statistics.

KEY DUTIES AND ACCOUNTABILITIES

- Project Coordination: Responsible for proper planning and execution of Home and Community Care program events.
- Develop quarterly planning and monthly activity calendars (book transportation, confirm attendance, confirm venues etc.)
- Community Outreach – visiting clients of the program, promoting the program at community events, and interacting with program partners.
- Provide social stimulation by visiting and encouraging clients to participate in programming, or visiting with clients and working with client limitations (reading to the client, playing cards or other games)
- Ensure the clients that are limited to their homes get the benefit of the food bank, good food box and other services provided within the community.
- Provide Transportation to events by bus or van.
- Participates in internal and external committees as required.
- Network with other band programs to avoid duplication of services.
- Network with outside programs (M'Wikwedong Native Friendship Centre, YMCA)
- Support and assist the Program Supervisor with compiling and entering monthly statistics for reporting requirements and assisting with report completion.

REQUIREMENTS

Education and Experience:

- Grade 12 or Equivalent (GED)
- 2 years of experience in the health field
- 2 years of experience working on a first nation

Designations, Licences & Requirements:

- Valid Ontario Drivers F Licence or willingness to obtain it within three months
- Access to reliable transportation.
- Possess a valid First Aid and CPR certificate or willingness to obtain within 3 months of hire.

Knowledge, Skills & Abilities:

- Knowledge of First Nation Health Care Issues.
- Must be computer literate: Microsoft Office, (Excel, Word, e-mail)
- Must be willing and able to communicate and participate under varying environmental conditions

PROBLEM SOLVING & COMMUNICATION

- Strong interpersonal skills
- Use tact, discretion and compassion in communicating with clients
- Requirement to complete documentation
- Responsible for health and safety of client group, quick thinking to know how to deal with issues/accidents as they arise

DECISION MAKING & IMPACT

- In conjunction with the HCC Program Coordinator, participate in program development (policy, fundraising etc.)
- Ensure monthly meal program is delivered in accordance with program guidelines.
- Ensure events are executed within budget.

SAFETY RESPONSIBILITIES

- Ensure reporting employees are aware of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure reporting employees use prescribed protective equipment and/or devices
- Advise reporting employees of potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of reporting employees

STAFF REPORTS

No direct reports, however, may be required to show others how to perform.

WORKING CONDITIONS

1. **Physical Demands** – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds
2. **Environment** – Mainly an office environment and indoor locations with some exposure to outside during travel and events. Minimal exposure to hazardous material (cleaning supplies)
3. **Mental Effort** – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
4. **Position Type/Expected Hours of Work** – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above job description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date