

## WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



### **EMPLOYMENT OPPORTUNITY** HOME AND COMMUNITY CARE COORDINATOR

**FT/PT Position:** 1 Full-time Contract Position

**Location:** Wabigoon Lake Ojibway Nation

**Reports To:** Health Director

**Closing Date:** Open until filled

**Summary:** The Health Centre Services Coordinator is responsible for ensuring that all clients and elderly community members are aware of, have access to, and are followed up with regarding various Health Centre services and programming offered within Wabigoon Lake Ojibway Nation, as well as following up with all clients via phone communication and home visits in regard to services being provided.

#### **Duties:**

- Coordinate assessments and follow up on client plans as designed by the Home and Community Care Program.
- Coordinate additional Care and Palliative care programs as required.
- Oversee and provide supervision, direction, and coordination of development/training for Homemakers, Personal Support Workers, and other assigned staff allocated to the program.
- Ensure participation of client and/or families in setting goals and encouraging client/family to take an active role in achieving goals of service.
- Liaison with visiting health care professionals and agencies as necessary.
- Notify clients of upcoming clinics happening at the Health Centre.
- Follow up with all clients on a monthly basis regarding the Health Centre services they receive.
- Coordinate appointments with the Home and Community Care program and community members to schedule home assessments.
- Assist the Home and Community Care program with the implementation and evaluation of homecare plans.
- Coordinate travel needs for clients as needed.
- Perform necessary administrative duties as required or requested by the Health Director.
- Prepare monthly reports regarding client feedback to present to the Health Director for review.
- Attend staff meetings as required or requested by the Health Director.
- Attend any required pre-employment training and ongoing training as requested by the Health Director and/or Human Resources.
- Other relevant job duties as assigned by the Health Director.

#### **Qualifications:**

- Completion of Grade 12 diploma / G.E.D. or equivalent.
- Experience working in a healthcare setting is considered an asset.
- Experience in a First Nation community or working with First Nation peoples is an asset.
- Prior experience in a Supervisory role is an asset.
- Ability to build effective working relationships with families, individuals, and community members.
- Proficient with computers and software applications, such as Microsoft Office.
- Must possess a valid full class G driver's license and access to a reliable vehicle.
- Possession of a valid First Aid / C.P.R. certification or be willing to obtain.
- Ability to speak Anishinaabemowin an asset.
- Must possess knowledge of Anishinaabe culture, traditions, and way of life.
- Must be willing and able to provide a satisfactory Criminal Records Check and Vulnerable Sector Check.
- Must be able to work independently with minimal supervision and take initiative, as well as be a team player.
- Must have good attendance, punctuality, reliability, dependability, and strong work ethic.
- Ability to follow direction, meet deadlines, and maintain organization.
- Must be willing and able to adhere to strict confidentiality guidelines and code of ethics.
- Excellent interpersonal, verbal, and written communication skills.
- Must be able to submit to workplace drug testing.

Please submit an updated cover letter, resume, and three (3) references (with permission to contact) to:

Applications can be submitted in person, by fax, or by e-mail to:

Wabigoon Lake Ojibway Nation Band Office

Attention: Human Resources

RR#1, Site 115, Box 300

Dryden, ON P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

Email: [humanresources@wlon.ca](mailto:humanresources@wlon.ca)

**LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.**