

Sample First Nation Home and Community Care Manager Job Description

POSITION:	HOME and COMMUNITY CARE MANAGER
REPORTS:	Director of Health
DIRECT REPORTS:	All home and community care employees report to this position

OVERALL RESPONSIBILITY: Effectively assist clients and families to coordinate care so that clients are able to attain their optimum level of independent function. The HCC Manager/Nurse will screen, refer, assess, review and evaluate case plans of the Home Care services.

KEY FUNCTIONS

CLIENT CARE

1. Provide nursing care to clients discharged from hospital by following the client care plan provided by the physician
2. Perform assessments on client's progress, re-evaluate needs and recommend adjustments to clients care plan as needed
3. Promote educational awareness of foot care and living healthy with diabetes; perform foot care services as needed
4. Initiate emergency services when deemed necessary
5. Provide information and teach clients and/or care givers on self-care, preventative, rehabilitative, palliative care and comfort measures

PROGRAM MANAGEMENT

1. Participate in planning, developing, implementing and evaluating HCC programs
2. Assist with health workshops and/or activities to improve the health status of the community
3. Maintain current and accurate client records
4. Provide program and other statistical reports as required in order to facilitate program planning
5. Input monthly data in the electronic Service Delivery Reporting Template
6. Promote the maintenance of a safe and healthy environment in the home and community
7. Collaborate with and maintain positive communication with hospital personnel regarding referrals to meet client needs

LIAISON

1. Act as a resource person and professional liaison for the client and their family
2. Provide support and supervise the HCC Team
3. Assist the RN/RPN in assessing homecare clients
4. Consult with the client's physician or other health agencies as necessary to provide optimal client care
5. Provide guidance to the Home Health Aides (HHA's) in conjunction with the RN/RPN, Team Lead and/or the Director of Client Services

QUALIFICATIONS

- Degree in Nursing
- Minimum three years nursing experience in home and community care setting
- Experience in the development of plans, policies and the development of relationships and partnerships
- CPR certification
- Excellent interpersonal skills (openness and empathy for the patients)
- Good knowledge and understanding of First Nations culture and socio-economic issues
- Discretion and respect for clients
- Non-judgmental assessment of the clients' needs within the plan of care
- Ability to speak the language of the community is an asset
- Computer skills are essential
- Certified First Nation Health Manager (CFNHM) professional designation or be enrolled in the CFNHM Program is an asset

TERMS OF EMPLOYMENT

- Full-time permanent position
- Some occasional travel
- Must be willing to submit to an oath of confidentiality
- Willingness and ability to work after regular hours and/or on weekends when required