



Employment Opportunity Permanent Full Time Position

Job Title: Home & Community Care Coordinator

Job Summary:

The Home and Community Care Coordinator provides overall supervision and direction to the Home and Community Care program in such a way as to adapt to meet the changing home and health needs of the Sliammon First Nation and its community while working under the supervision of the Executive Health Director of the Tla'Amin Community Health Board Society.

Reports to: Executive Director or designate

Key Duties

& Responsibilities:

1. Administration of the Home and Community Care program through independence and initiative to plan, organize, implement and evaluate professional nursing care and programming activities and events
2. Provides direct administrative supervision of the Home Support Workers, Homemakers and Program Assistant of the Home and Community Care program
3. Provides nursing and support services to the Sliammon First Nation community throughout the life cycle, to assist them to stay in their homes and to promote the optimal level of functioning in activities of daily living
4. Performs other related duties as required

Job Skills & Abilities:

- Ability to plan, implement, organize and evaluate services and events
- Basic computer skills
- Ability to demonstrate leadership and supervisory skills
- Ability to communicate effectively verbally and in writing
- Physical ability to perform the duties of nursing
- Ability to work as a team and as an independent staff member
- Ability for conflict resolution as a team member and as an RN
- Practices within RNABC nursing scope of practice
- Seeks out professional development programs and courses applicable to one's own learning needs
- Working knowledge of internal and external resources related to the H&CC program
- Working knowledge of the Sliammon First Nation and its community is an asset

Qualifications:

- Baccalaureate degree in Nursing, BSN or equivalent
 - Current membership with the RNABC or in the process of application renewal
 - First Aide & CPR certification
 - Valid BC Driver's License
-

- Annual Driver's Abstract
- Successful Criminal Record Check
- Current TB Test
- Experience/Education in administration, business and management an asset
- Experience in H&CC program an asset
- Experience working with First Nations community an asset
- Diabetes Education an asset

Additional Information:

- There could be program hours outside of the ordinary working day 8:30 am – 4:30 pm
- Work hours per week are between 35 to 40 hours.
- May be required to use own vehicle with mileage re - imbursement
- Business vehicle insurance required
- Out of town travel may be required

**Please submit cover letter with resume to the attention of:
Rose Adams, Associate Health Director
By Monday January 16, 2011 @ noon**

Thank you for your interest but only those selected for an interview will be contacted