



VUNTUT GWITCHIN GOVERNMENT

Government of Vuntut Gwitchin First Nation

HUMAN RESOURCES DEPARTMENT

P.O. Box 94,
Old Crow, Yukon
Y0B 1N0

Phone: (867)966-3261
Fax: (867)966-3800
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EMPLOYMENT OPPORTUNITY

Home & Community Care Coordinator

Health & Social Department

Employment Type: Term, Full-time, immediately to June 26, 2020

Level: 6

Salary: \$67,467 to \$74,205 per annum (\$39.92 to \$47.90 per hour)

Location: Old Crow, Yukon

Reporting to the Manager, Health Programs this position provides oversight and administration for the Elders and Persons with Disability programming in the community, including home support, elder wood program and meals on wheels program among others. This position supervises the home support workers.

Education and Experience:

Grade 10 or equivalency with relevant work experience and training including knowledge of basic book keeping and records management, as well as elder care and assisted living methods. Computer skills, including MS Word and Excel

Ability to plan and organize programs, and supervise staff

Ability to communicate using the Gwitchin language would be an asset

Condition of Employment:

Criminal & Vulnerable Sector Records Checks/Pre-employment medical/ TB screening;

First Aid/CPR certification or willingness to obtain;

Mandatory Confidentiality is required;

Willing to work flex hours, evenings and weekends;

Class 5 driver's license an asset;

**Copies of the Job Description can be obtained from the Human Resources Manager.
Contact information below.**

VGG Human Resources Policy will apply. We thank all those who apply but only those selected for further consideration will be contacted.

Local Application deadline: August 27, 2019

Send Applications and/or resumes to:

Human Resource Manager

Vuntut Gwitchin First Nations

Fax: (867) 966-3800

Phone: (867) 966-3261, ext. 256

Email: jobs@vgfn.net

Posted: August 14, 2019

Vuntut Gwitchin Government

- A. **Identification:** Home & Community Care Coordinator
- Department:** Health, Social & Recreation Department
- Supervisor:** Manager, Health and Recreation Programs
- Date:** August 2010 (revised April 2011)
- Status:** Full-time
- Level:** 6
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B. Job Summary:

Reporting to the Manager, Health and Recreation Programs this position oversees the Elders and persons with disability programming in the community which includes home support, elder wood program and meals on wheels program among others. This position supervises the home support workers.

C. Main Duties:**Oversees the Home Support program by:**

- Participating as a team member in assessing level of assisted living and home care services needed by adults and clients with disabilities in their homes in Old Crow
- Communicating regularly with other community service providers (e.g. nurses, YTG Social Services) and family members regarding service delivery issues
- Participating in case management meetings
- Evaluating policies and procedures and recommending changes or additions to supervisor
- Evaluating program and recommending changes and additions to supervisor
- Implementing approved changes and additions
- Keeping records and confidential client files
- Advertising services and consulting with community members
- Creating and word processing documents such as letters, memos, and reports

Oversees the Elder Heating Fuel program by:

- Confirming at the start of each heating season who needs the service
- Arranging for purchase and delivery of heating fuel to elders
- Ensuring that heating sources in the homes are functioning properly and liaising with Government Services to arrange for repairs when required.
- Assisting in developing policies and procedures
- Evaluating program and recommending changes and additions to supervisor
- Implementing approved changes and additions

Coordinates various community care services by:

- Overseeing the meals of wheels program for elders and persons with disability
- Organizing social activities and other services for elders
- Assisting in developing policies and procedures
- Evaluating services and recommending changes and additions to supervisor
- Implementing approved changes and additions

Completes administrative tasks for home and community care program by:

- Preparing yearly program budget and submitting to supervisor
- Monitoring expenditures
- Completing and submitting claims to third party funders

Hire and Supervises staff by:

- Assisting with interviewing and selection of new staff
- Arranging work schedules, and assigning and monitoring tasks of care workers
- Discussing training needs with staff and the Human Resources Dept. and monitoring implementation of plans, and evaluating effectiveness of training
- Assisting with problem solving and personnel issues.
- Approving timesheets and leave as needed.
- Ensuring compliance with WCB regulations and reporting job injuries to Human Resources Dept.

Provides office support service when incumbent is away by:

- Greeting clients and co-workers, ascertaining nature of business and directing to appropriate person
- Responding to general inquiries
- Assisting with maintaining a collection of various resources
- Giving out information from the collection to clients
- Filing confidential client and departmental information
- Preparing and submitting to Finance cheque requisitions, purchase orders, travel claims, receipts and other documentation

D. Job Knowledge and Skills:**Education**

- Minimum grade 10 or equivalency, or relevant work experience and training
- Knowledge of Umbrella Final Agreement (UFA), Self Government Agreement (SGA) and First Nations Final Agreement (FNFA).
- Knowledge of basic book keeping
- Knowledge of records management techniques
- Knowledge of elder care
- Knowledge of assisted living methods

Management Skills:

- Ability to be a team player and work with people from various disciplines and cultures
- Ability to problem solve
- Time management and organizational skills.
- Ability to assume responsibility, prioritize tasks and meet deadlines
- Ability to develop policies and procedures
- Ability to supervise

Specific Skills:

- Ability to create documents using MS Word and MS Excel
- Ability to use computer functions such as Windows and email
- Ability to create and maintain records management systems
- Ability to organize meetings and events
- Ability to follow budgets
- Ability to understand financial reports

Interpersonal Skills:

- Incumbent must be comfortable in a cross-cultural setting.
- Incumbent must be comfortable living in an isolated setting with extreme temperatures

and light.

- Ability to meet and greet the public and business associates with a positive helpful attitude and maintain a professional manner
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, community residents, VG citizens, outside agencies, partners and business associates.

E. Decision Making:

The incumbent works as a team member in Health & Social Programs, following established priorities, objectives and procedures. Decision-making is required for assisting clients, setting daily work priorities, supervising staff, providing efficient office support services, and when planning meetings and events.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. Proper delivery of services has high impact on the quality of clients' lives.

G. Key Personal Contacts and Nature of Contacts:

Who	Purpose	Frequency
Supervisor	Informing and discussing tasks, and receiving direction.	Daily
Clients	Providing service	Daily
Co-workers	Information exchange, planning	As needed
Van Drivers/Care Workers	Giving direction; monitoring work	Daily
Vuntut Gwitchin Citizens & general public	Answering or directing inquiries, and information exchange.	As needed
Community Nurse	Information exchange	As needed

H. Positions Supervised:

Number of positions supervised: Part time Homemaker workers (4-5)

I. Working Conditions:

This position is generally located in a normal office environment.

Spiritual:

Respecting traditional beliefs and practices while delivering modern services.

Physical:

Approximately 40% of time using the computer

Moderate lifting when preparing meals or delivering on meals to clients homes

Visiting homes of clients during cold temperatures

Isolated living conditions in extreme temperature and light conditions

Mental:

Striving for quality service while multi tasking
 Assisting multiple clients

Emotional:

Dealing regularly with clients and family members who are under personal stress, or have varying social values, or who are not comfortable with, or don't understand changes.

Physical Hazards

Alone in an isolated office , as well as on home visits, this position is at risk of abuse and assault by clients who may be involuntary and/or violent and/or disturbed and/or under the influence of alcohol and drugs.

Psychological Hazards

There is stress from threats and verbal abuse by dissatisfied or involuntary clients, their families and political advocates, and stress from being unable to have a sense of belonging and support for ones work... the position regularly exposes the incumbent to stress

J: Conditions of Employment

- Ability to communicate using the Gwich'in language would be an asset
- Willingness to follow policies and procedures
- Willingness to work some evenings and weekends and use flex time
- Class 5 driver's license would be an asset
- Criminal record check
- Oath of Confidentiality

SIGNATURES Supervisor:

Supervisor: I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position. <hr/> Supervisor <hr/> Date	Incumbent: I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me. <hr/> Incumbent <hr/> Date
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