



MOHAWKS OF THE BAY OF QUINTE

KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0
Phone 613-396-3424 Fax 613-396-3627
Website: www.mbq-tmt.org

EMPLOYMENT OPPORTUNITY

Position Title: Case Coordinator

Posting Type: Internal

Program: Home & Community Care

Location: Tyendinaga Mohawk Territory, ON

Position Type: Part Time – Term Position

Duration: Term – 3-Month Contract – 24 hours/week

Posting Closes/Deadline: November 30, 2022, at 11:59 p.m.

Tentative Interview Dates:

Salary Range: Pay Grade Level D (\$27.14 – \$31.58)

About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

Position Summary:

The Home Care Nurse/ Care Co-ordinator is directly accountable and responsible to the Home and Community Care Program Manager/Co-ordinator for providing community-based, in-home nursing services PSW and Homemaking. The Home Care Nurse uses her/his teaching, assessment, and nursing skills to effectively assist clients and families to attain their optimum level of independent functioning. Assists the Care Co-ordinator and Program Manager to provide synchronization of home care staff and services to effectively meet the needs of clients; encouraging client independence; generating family and community support.

The Home Care Nurse / Nursing Care Co-ordinator combines health science knowledge with assessment, supervisory and clinical nursing skills to effectively assess and co-ordinate client care, home making and PSW services

Reporting:

This position will report to the Home and Community Care Program Manager.

Summary of Main Responsibilities:

Ensures accurate information and services are provided and maintained for relevant agencies, workers, clients, etc. by:

- Completing nursing assessments using the appropriate assessment tool while planning care with the client and family to meet the client's health needs within the budgetary constraints of the program.
- Maintaining accurate client records and statistical monthly reports documenting services provided on EMR
- Maintaining confidentiality of client information and files to promote trust and dependability.

- Providing support to the client and their family or caregiver by acting as a resource as well as a professional liaison.
- Facilitates Reporting any concerns regarding nursing client care to program coordinator in a timely manner and working together to find resolutions;

Ensures Case Management for Nursing Care Clients

- Conducting Nursing Client intake and home assessment visits, utilizing appropriate assessment tools and documenting information on the appropriate forms; paper and computer, in conjunction with the Program Manager where appropriate.
- Maintains Updating those assessments according to the mandated schedules for nursing clients; and overseeing charts to ensure nursing client files are kept up to date on all formats from paper to electric.
- Attending client assessment with Program Manager in hospital when appropriate.
- Ensuring a comprehensive nursing assessment is done initially and as needed and developing individualized care plans for and with each client and family.
- Working with the H&CC team to review and approve client care plans, and to initiate changes as needed. Coordinating with Program Manager for regular team meetings to review client needs and service plans for both PSW and Nursing clients ,and home making clients
- Overseeing Nursing staff, PSW and Home making and making on-site visits to monitor quality of care.
- Organizing home care services in an innovative and adaptable manner to manage the client needs successfully, ensuring an indigenous approach.
- Evaluating a safety checklist for client's environment during initial intake and reviewing it during subsequent re-assessments.
- Ensuring discharge planning from program is done if needed; and discharge note is placed in client's chart, if applicable.

Will provide clients with acute home nursing care by:

- Research Using interpersonal communication, and written skills in providing an objective non-judgmental approach to client needs by:
- Interviewing members of client's support system as required.
- Maintaining accurate client files.
- Developing a goal-based plan of care in collaboration with the client
- Providing acute nursing care of the client in their home, based on the plan of care.
- Continually assessing the client's progress, using the nursing process, providing input for changes to the client service care plan.
- Consulting with the client's physician or other health care professionals as necessary to provide coordinated client care.
- Providing information and teaching to clients, family and/or caregivers on self-care, preventative, rehabilitative and comfort measures.
- Monitoring clients' medications by updating file records annually and/or as needed (when significant changes occur), providing health teaching and guidance regarding the use of medications, and preparing and monitoring narcotic medications for palliative clients according to family abilities.
- Preparing and administering IV medications as appropriate, using sterile technique

☞ *Internal Postings are for members of MBQ or active employees only*

☞ *The tentative interview date(s) are subject to change and are posted for planning purposes only*

☞ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*

☞ *Late applications will not be considered*

☞ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*

☞ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*

- Storing medications appropriately in double-locked cupboard in clinic area.
- **Provide supervision and monitoring by:**
- Schedule Reviewing client charts and month end reports ensuring that client care is safe and based on established service plan goals.
- Contributing to care plan reviews at team Care Conferences. Initiating emergency services when necessary.
- Preparing and participating in planning and provision of in-services to Home Care staff.
- Maintaining adequate medical supplies in clients' homes and recommending purchases of professional supplies as needed.
- Teaching and supervising the personal support workers providing personal care services as needed, especially where medications and treatments are involved.
- Providing PCP with progress reports on clients with ongoing chronic disease management issues.

Other Related Duties:

- Maintain current nursing skills through attendance at workshops, in-services, and staff meetings, in addition to reading current literature to maintain awareness of services, procedures and techniques, equipment that may be of assistance to home care clients.
- Provide clinical supervision and training to Nursing Homemaking/PSW staff for treatment procedures to ensure the safe performance of the procedure within the scope of nursing practice as outlined by the College of Nurses of Ontario and the First Nations/Inuit Home Care Guidelines, for delegation
- Bring to the attention of the THCC Manager if practices are not consistent with the current knowledge or acceptable professional standards.
- Practice job in a manner safe to both the client and self.
- Due to the nature of this position, the incumbent will be required to work extremely flexible hours, including evenings, weekends, stat holidays at times. Required to work on-call duty in a revolving schedule.
- Required to do chart audits as per Accreditation.

Requirements:

- Bachelor of Science in Nursing or equivalent diploma RPN diploma
- Member in good standing with the College of Nurses of Ontario.
- Maintains a valid class "G" driver's license, own transportation and vehicle insurance.
- Must provide proof of current immunization.
- Current CPR and 1st Aid certificate.
- Criminal Reference Check
- Valid Driver's License.
- Clear driving abstract Knowledge of application in Microsoft Office (Word, Excel, PowerPoint, Teams, Access)
- Must be self-directed and have demonstrated organizational skills.
- Must possess excellent verbal and written communications skills.
- Must have a demonstrated ability in public relations and interprofessional skills.
- Good critical thinking and supervisory skills

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- Knowledge of First Nation culture, health, and social issues.
- Must have working knowledge IV, phlebotomy, and wound care certification
- Must be able to work independently in field and as a team player in office to work collaboratively for client care within THCC and within MBQ office and beyond.

Preferred knowledge of:

- Certification in Diabetes Education Certification from a recognized post-secondary institution.
- Foot Care from a recognized post-secondary institution.
- Certification in Palliative Care from a recognized post-secondary institution.
- Certification in Gerontology from a recognized post-secondary institution.
- Previous Home Care or Community Health experience.

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte
24 Meadow Drive
Deseronto, ON K0K 1X0
ATTN: Careers

By Fax: 613-396-3627

By Email: careers@mbq-tmt.org

For more information or a detailed job description, please contact Jordan Brant at (telephone) 613-396-3424 ext. 120 or (email) careers@mbq-tmt.org

To find out more about Mohawks of the Bay of Quinte, please visit our website at www.mbq-tmt.org

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