



# CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

## EMPLOYMENT OPPORTUNITY

### HCC MANAGER - FULL TIME

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<b>PROGRAM AREA:</b>	HEALTH SERVICES
<b>POSITION TITLE:</b>	HOME AND COMMUNITY CARE MANAER
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE HEALTH DIRECTOR

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**POSITION SUMMARY:** Utilizing an integrated care model grounded in both Anishinaabe and contemporary Healing and Wellness practices, the Home & Community Care Manager will promote and restore client's health and wellness by developing and day-to-day management and long-term care planning for individuals and to oversee the Home and Community Care Program and the Wiidsemshin: Assisted Living Facility. This role will require the capacity and experience in directing and developing staff including the development of work plans, client care plans and schedules, monitoring budgets and spending and ensuring reports are received on time for reporting requirements. Continued collaboration and communication with other nurses, managers, and practitioners including physicians, RPNs, dietitians, traditional healers and a multidisciplinary professional staff is an ongoing requirement. As a senior member of the Health Services Team, the Home & Community Care Manager will play a lead role in actively participating in home and community health programming, monitoring client caseloads, case management, and overseeing quality control for the maintenance and safeguarding of client records and information. The Home & Community Care Manager will play an active role in carrying out client intakes, assessments, case management and nursing duties in the community as required.

#### **EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Registered Nurse (BScN, BN, Nursing Diploma) with at least 2 years supervisory experience preferred.
- Demonstrated competence and work integrity in a relevant area of nursing practice.
- Capacity to lead, foster and develop a working environment which actively promotes a collaborative performance and values-based culture.
- Effective leadership skills including highly developed skills in communication, problem-solving, conflict resolution, and negotiation.
- Ability to work effectively within a collaborative, integrated team.
- Ability to prioritize workload and meet set timelines with demonstrated time management skills.
- Ability to be creative, innovative, and flexible when approaching issues within an Indigenous health care setting.
- Knowledge of Quality Improvement (QI) and Accreditation systems as applied to health services programming including home and community care.
- Knowledge and understanding of relevant legislation, standards, codes, ethics and competency standards.
- Proficiency in office software as the Microsoft Office Suite, PS Suites EMR or equivalent EMR software is an asset.
- Good organizational skills.
- Knowledge and understanding in health services and program delivery or health administration.
- Previous experience working in an Indigenous community.

- Knowledge and application of Human Resource Management.
- CPIC-Vulnerable Sector Check must be provided prior to attending to site.
- Reliable transportation and willing to travel as needed.
- Current First Aid/CPR and AED training.

### **SKILLS REQUIRED:**

- Leadership-Effective communication skills, creative, motivated, positive and the ability to give and receive constructive criticism for self-development and the development of coworkers.
- Adaptability – Adapts and responds to changing conditions, priorities, technologies, and requirements.
- Client/Customer Focus – Provides superior service to participating community members.
- Commitment to Health and Safety – Works in compliance with all applicable health and safety legislation and established policies and procedures.
- Communication – Expresses and transmits information with consistency and clarity.
- Compassionate – Shows concern and empathy in a supportive manner to colleagues and participating community members.
- Professionalism – Demonstrates professional standards of conduct when interacting between individual community members and service agencies.
- Teamwork – Works cooperatively and effectively with others. Participates actively in individual or group training activities.
- Time Management – organizes timelines; keeps schedules; be punctual.
- Knowledge of the history, dynamics, and culture of this community and of First Nations as a whole.

### **PREFERENTIAL HIRING REQUIREMENTS:**

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

PLEASE SUBMIT YOUR SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME  
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES,  
CLOSING DATE – MARCH 28<sup>TH</sup>, 2024, AT 4:00PM

TO: Chippewas of Kettle & Stony Point First Nation,  
ATTN: **HR – Home and Community Care Manager**

**Email to: [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)**

**Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1**

**Fax: 519-786-2108**

*A full Job Description is available: contact the HR assistant at [hr.assistant@kettlepoint.org](mailto:hr.assistant@kettlepoint.org)*

*Interviews will be scheduled shortly after the closing date.*

**ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT**