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P.O. BOX 5000

OHSWEKEN, ONTARIO

NOA 1M0

CASE MANAGER
LONG TERM CARE/HOME AND COMMUNITY CARE PROGRAM
HEALTH SERVICES
(Part Time)

Applications will be received by Grand River Employment & Training (GREAT) and Six Nations Elected Council up until 4:00 p.m. EST, **Wednesday, January 24, 2018**, for a part time Case Manager with the Long Term Care/Home and Community Care, Health Services. The Six Nations Elected Council Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications accepted through recruitment@sixnations.ca. **NO LATE APPLICATIONS ACCEPTED.**

JOB SUMMARY: Under the direction and supervision of the manager of Long Term Care/Home and Community Care (LTC/HCC) Program, the case manager shall assist the Care Manager of the Case Management Unit in the performance of statutory, operational and advisory duties related to the LTC/HCC Program; assist the Manager of the LTC/HCC Case Management Unit in planning, coordinating and developing, implementing, and maintaining client service plans and managing services for the Six Nations LTC/HCC Program within the policies and procedures established by Six Nations Elected Council.

SALARY: TBD

BASIC QUALIFICATIONS:

- Bachelor of Science Degree in Nursing and Current certificate of Registration from the College of Nurses of Ontario AND one (1) year related experience; **OR** College diploma as a Registered Nurse, Registration from the College of Nurses of Ontario AND two (2) years related experience;
- First Aid and CPR Certification;
- Valid Class "G" driver's license;
- Willing to work flexible hours;

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of your current certificate of registration from the College of Nurses of Ontario and First Aid/ CPR Certificate.
6. Place all documents listed above in a sealed envelope and mail to or drop off at:

Case Manager – Part Time
 c/o Reception Desk
 Grand River Employment & Training (GREAT)
 P.O. Box 69
 Ohsweken, Ontario N0A 1M0

OR

Method #2:

1. Printed, filled in and authorized Six Nations Council Application for Employment Form.
2. Covering letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume – resume must clearly show that you meet the Basic Qualifications of this position as stipulated above.
4. A photocopy of your education diploma/degree/certificate or transcript.
5. A photocopy of your current certificate of registration from the College of Nurses of Ontario and First Aid/ CPR Certificate.
6. Scan and email all documents listed above to recruitment@sixnations.ca.

SIX NATIONS ELECTED COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER AND WILL SEEK TO ACCOMMODATE THE NEEDS OF INDIVIDUALS WITH DISABILITIES IN A MANNER THAT MOST RESPECTS THEIR DIGNITY. ALL CANDIDATES ARE ENCOURAGED TO APPLY; APPLICANTS FROM SIX NATIONS AND OTHER FIRST NATIONS WILL BE GIVEN PREFERENCE TO DELIVER PROGRAMS AND SERVICES IN A FIRST NATIONS COMMUNITY. BASED ON THE NEED TO PROVIDE QUALIFIED PROFESSIONAL SERVICES, ONLY THOSE APPLICANTS MEETING THE MINIMUM REQUIREMENTS WILL BE INVITED FOR AN INTERVIEW.



POSITION DESCRIPTION – HEALTH SERVICES

POSITION TITLE: Part Time Case Manager

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Manager of the Long Term Care/Home and Community Care Program.

PURPOSE & SCOPE OF THE POSITION:

To assist the Long Term Care/Home and Community Care Manager of the Case Management Unit in the performance of statutory, operational and advisory duties related to the Long Term Care/Home and Community Care program.

To assist the Manager of the Long Term Care/Home and Community Care Case Management Unit in Planning, Coordinating and Developing; Implementing; and Maintaining client service plans and Managing services for the Six Nations Long Term Care/Home and Community Care Program within the policies and procedures established by the Six Nations Elected Council for the Six Nations Long Term Care/Home and Community Care Program.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions:

- Provide support and supervision to other staff of Long-Term Care/Home & Community Care
- Conduct the process of assessment/reassessment of new and existing clients.
- Receive and review client self-referrals, other local services and external agencies.
- Receive and interview persons seeking services to set up an appropriate service plan re: eligibility criteria and needs.
- Collect and/or coordinate the collection of further information that may be necessary in determining the eligibility and need of a potential client.
- Work with other service provider staff, ie. local and external, in reviewing situations to determine service eligibility for clients, as determined by need and referrals of those in need of other services.
- Review and approve each client's service plan on a timely basis in order to keep client services as current as possible.
- Maintain contact as required with clients and ensure that client concerns are addressed to ensure that treatment goals are being met.
- Plan and coordinate client discharge

- Perform duties as related to on-call under policy and procedure for the Long-Term Care/Home and Community Care Case Manager for evenings, weekend, and holiday hours and is knowledgeable in required areas for coverage under the Long-Term Care/Home and Community Care Program.
- Review and approve each client's service plan on a timely basis in order to keep client services as current as possible. Plan and coordinate client discharges as required.

2. Communications Functions:

- Continually ensure that client service is comprehensive and effectively and efficiently coordinated so that an effective case management system is maintained for each client and their family.
- Identify gaps in the service provided and community needs and inform the Manager of trends which have cost implications for the program.

3. Administrative Functions:

- Manage and monitor daily, monthly, quarterly and annual documentation as required of all aspects of service plan delivery
- Verify with the staff of the programs that any schedule changes are communicated to those involved ensuring scheduled service.
- Maintain knowledge base by attending staff development seminars, conferences, workshops, and staff meetings as necessary
- Submit weekly on-call sheets to capture your time and receive compensation according to a Band Council Resolution.
- Ensure relevant, accurate, statistical data is captured for use in reporting as required.

4. Other Functions:

- Performs other job related duties as may reasonably be required by the Manager of the Long-term Care /Home and Community Care Program.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

WORKING CONDITIONS:

- Work requires extensive interaction with public and is subject to deadlines, interruptions, mental stress and unscheduled hours of work.
- This position requires inside work and requires some travel.
- Ability to take direction, prioritise and work independently with many demands and time restraints.

WORKING RELATIONSHIPS:

With the Manager of the Long Term Care/Home and Community Care Program

Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

With Program Staff

Provides direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, provides instruction and supervision.

With Other Staff

Promotes courtesy, co-operation and teamwork with all staff.

With the Public

Represents and promotes the health service interests of Six Nations; works in a courteous, co-operative, positive and proactive manner.

With External Agencies

Represents and promotes Six Nations interests relative to Health Services; maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- Bachelor of Science Degree in Nursing with a current certificate of Registration from the College of Nurses of Ontario and one (1) year related experience;
- OR
- College diploma as Registered Nurse Registration from the College of Nurses of Ontario and two (2) years related experience.
- Must have First Aide, CPR, and WHMIS
- Ability to demonstrate leadership and administrative skills
- Native preferred specifically a Six Nations member and resident.
- Must have a vehicle and valid class "G" Drivers License
- Willing to work flexible hours
- Must have computer skills in Microsoft Office, MS Word, Outlook, and Excel

Other Related Skills:

- Will have working knowledge of relevant legislative, regulations and policies related to the Long Term Care/Home and Community Care Services.
- Will be familiar with relevant local and area resources.
- Will have good communication and public relation skills.
- Ability to work within a multi-disciplinary team setting.
- Work independently and initiate action as required.

IMPACT OF ERROR:

Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

CONTROL:

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.



APPLICATION FOR EMPLOYMENT
With the Six Nations Council

PART I: GENERAL INFORMATION

Application for: (Job Title)			Closing Date:		
Name of Applicant:	First Name	Initial	Last Name	Band & Number (if applicable)	
Mailing Address (R.R.#, Blue # & Address)			Home Phone.	Alternate Phone No.	
City or Town or Village	Province	Postal Code		Email Address	
<p><small>Six Nations Elected Council is an equal opportunity employer and will seek to accommodate the needs of individuals with disabilities in a manner that most respects their dignity. All candidates are encouraged to apply; applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations Community. Based on the need to provide qualified professional services only those applicants meeting the minimum requirements will be invited for an interview.</small></p>					
Do you have specific needs to be accommodated? If so, in what manner?	Do you have the valid required license(s)?	Do you have a valid First Aid/CPR Certificate?		Have you had WHMIS Training?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If you have previously worked for Six Nations Council, please answer the following:					
Length of time worked _____ Months _____ Year(s) Dates Employed: _____					
Reason for Leaving _____					
Permission for GREAT to keep a copy of application to assist in seeking/obtaining employment.					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been convicted of a criminal offence for which a pardon has not been granted? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you wish to work <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Casual					
Some positions may require a medical examination as it pertains to the position and will be requested if you are the successful candidate. Would this present a problem for you? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PART II: EDUCATION

Year Last Attended	Level Completed	Secondary School					College or University					Graduate or Professional				
		9	10	11	12	13	1	2	3	4	5	1	2	3	4	5
Certificates, Diplomas, Degrees obtained																
Course of Study Taken																
List any specialized Training, Apprenticeship Skills, Awards, Professional Designations, and other Education																

PART III WORK HISTORY	
I Present or Last Employer	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
II Previous Employer	Address:
Type of Business:	Telephone:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
III Previous Employer:	Address:
Type of Business:	Telephone Number:
Your Job Title:	Period Employed:
Name & Title of Immediate Supervisor:	Your reason for Leaving:
Briefly describe your Duties & Responsibilities:	
We will be contacting your present and any previous employers listed for a reference check. Besides your Immediate Supervisor who else should we ask to speak with? (List name, job title & phone number)	
1. _____	
2. _____	

****PLEASE READ CAREFULLY****

YOU ARE REQUIRED TO PROVIDE PROOF OF YOUR EDUCATIONAL QUALIFICATIONS AS IT PERTAINS TO THE JOB DESCRIPTION. PLEASE ATTACH A COPY OF YOUR DIPLOMA, DEGREE, CERTIFICATE OR TRANSCRIPT WITH YOUR COVERING LETTER, RESUME AND APPLICATION FORM

By signing this application you are consenting for this employer to contact your previous employers for references.

Authorization:

I have completed this application to the best of my ability and the foregoing statements are correct to the best of my knowledge. I do understand that any misrepresentation may disqualify me from employment or be cause for dismissal. If I am hired, I shall abide by all policies and procedures of the Six Nations Council which includes serving an initial probationary period.

Applicant's Signature

Date