



Provincial Job Description

TITLE: (062) Home Care Services Coordinator **PAY BAND:** 11

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates the delivery of Home Care Support Services.

QUALIFICATIONS:

- ◆ Office Education certificate

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Interpersonal, organizational and communication skills
- ◆ Ability to communicate in a cross-cultural setting, where required by the job

EXPERIENCE:

- ◆ **Previous:** Twelve (12) months previous experience working in an office environment to gain organizational skills.

KEY ACTIVITIES:

A. Home Care Planning

- ◆ **Coordinates and schedules staff and clients for Home Care services (e.g., assisted daily living, housekeeping and maintenance).**
- ◆ **Coordinates and monitors volunteer work assignments.**
- ◆ **Assists in assessing client information.**
- ◆ **Liaises with clients and families when determining service needs.**
- ◆ **Makes appointments for clients.**
- ◆ **Liaises with outside agencies providing services to Home Care clients.**
- ◆ **Participates in Home Care team meetings.**
- ◆ **Promotes and fundraises for various programs.**

B. Administration / Clerical

- ◆ **Performs accounting duties (e.g., collects client fees).**
- ◆ **Performs clerical duties (e.g., mail, filing, reception).**
- ◆ **Provides Home Care service information to clients and families.**
- ◆ **Provides input into hiring and performance appraisals and performance reviews.**
- ◆ **Submits payroll and expense information for employees.**
- ◆ **Performs data entry.**

C. Related Key Work Activities

- ◆ **Maintains equipment records.**
- ◆ **Interprets information for clients, where required by the job.**
- ◆ **Orders and maintains client and office supplies.**
- ◆ **May show others how to perform tasks or duties by familiarizing new employees with the work area and processes.**

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.

Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: 2005

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