



# Provincial Job Description

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**TITLE:** (062) Home Care Services Coordinator      **PAY BAND:** 13

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Coordinates the delivery of Home Care Support/Nursing Services and client placement into respite and long term care.

**QUALIFICATIONS:**

- ◆ Office Administration certificate

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Ability to work independently
- ◆ Analytical skills
- ◆ Interpersonal skills
- ◆ Organizational skills
- ◆ Communication skills
- ◆ Problem solving skills
- ◆ Ability to communicate in a cross-cultural setting, where required by the job
- ◆ Valid driver's license, where required by the job

**EXPERIENCE:**

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

## ***KEY ACTIVITIES:***

### **A. Administration / Coordination**

- ◆ **Coordinates and schedules staff and clients for Home Care services (e.g., nursing, assisted daily living, housekeeping, maintenance).**
- ◆ **Coordinates placement into respite or long term care.**
- ◆ **Coordinates palliative care services.**
- ◆ **Coordinates and monitors volunteer work assignments.**
- ◆ **Assists with client assessment in regards to home making needs.**
- ◆ **Liaises with clients and families when determining service needs.**
- ◆ **Liaises with outside agencies providing services to Home Care clients.**
- ◆ **Participates in Home Care team meetings.**
- ◆ **Provides input into hiring of new staff and performance appraisals.**
- ◆ **Approves vacation and other leave of absence requests.**

### **B. Clerical**

- ◆ **Performs basic accounting functions.**
- ◆ **Performs clerical duties (e.g., mail, filing, reception).**
- ◆ **Provides Home Care service information to clients and families.**
- ◆ **Submits payroll and expense information for employees.**
- ◆ **Performs data entry.**
- ◆ **Schedules appointments for clients.**
- ◆ **Orders client equipment, office supplies and maintains appropriate records.**

### **C. Related Key Work Activities**

- ◆ **Assist with the development and compliance of policies and procedures.**
- ◆ **Promotes and fundraises for various programs.**
- ◆ **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.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: May 16, 2024***