



Provincial Job Description

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

FOR FACILITY USE:

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 accounting duties (e.g., billing, collects client fees).**
- ◆ **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.**
- ◆ **Makes 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:

SGEU:

SAHO:

Date: February 11, 2016