



Provincial Job Description

TITLE:
(341) Home Care Support Supervisor

PAY BAND:
14

FOR FACILITY USE:

SUMMARY OF DUTIES:

Develops plans for Home Care delivery and supervises/schedules staff work assignments.

QUALIFICATIONS:

- ◆ **Practical Nursing diploma**
 - ◆ **Licensed with the College of Licensed Practical Nurses of Saskatchewan**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Basic computer skills**
- ◆ **Interpersonal skills**
- ◆ **Communication skills**
- ◆ **Ability to work independently**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Valid driver's license, where required by the job**

EXPERIENCE:

- ◆ **Previous: Twenty-four (24) months previous experience working in Home Care.**

KEY ACTIVITIES:

A. Supervision / Coordination

- ◆ Supervises daily activities of assigned staff.
- ◆ Performs scheduling duties (e.g., master schedules, vacation approval, sick time, daily field schedules).
- ◆ Provides input into staff hiring and performance appraisals and performance reviews.
- ◆ Provides for orientation and training of staff.
- ◆ Ensures compliance with departmental policies and procedures.
- ◆ Provides updates to field staff throughout the day.
- ◆ Liaises with other health professionals regarding client, family and staff concerns.

B. Home Care Services

- ◆ Assists in the organization of client care and staff workloads.
- ◆ Assists with development of care plans.
- ◆ Provides input into the assessment process to ensure clients receive appropriate services.
- ◆ Determines assistance, equipment or information required by the client and/or family.

C. Related Key Work Activities

- ◆ Performs data entry (e.g., enter and update care plan information).
- ◆ Performs clerical duties (e.g., answer telephone, file, fax).
- ◆ Liaises with vendors regarding equipment and supplies.
- ◆ Monitors and maintains equipment and supplies.

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:

Revision Date: March 16, 2023