



# *Provincial Job Description*

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***TITLE:***  
**(341) Home Care Support Supervisor**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

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

***QUALIFICATIONS:***

- ◆ Practical Nursing diploma
  - ◆ Licensed with Saskatchewan Association of Licensed Practical Nurses

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Basic computer skills
- ◆ Interpersonal and communication skills
- ◆ Ability to work independently
- ◆ Organizational and 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 Home Care/Special Care Aides.**
- ◆ **Performs scheduling duties (e.g., master schedules, vacation approval, sick time, daily field schedules).**
- ◆ **Provides input into Home Care/Special Care Aide 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 Home Care/Special Care Aide concerns.**

### **B. Home Care Services**

- ◆ **Assists in the organization of client care and Home Care/Special Care Aide 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:***

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***SGEU:***

***SAHO:***

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***Revision Date: April, 2011***