

Full-time Permanent Employment Opportunity



Full-time @ 35 hours/week

Normal Hours of Work*

Monday - Thursday:
8:15am to 4:30pm
&

Friday:
8:15am to 1:15pm

*flexing of hours
required*

Salary:

Start Rate - \$38.71 to
\$40.75 per hour*

*While Alderville First
Nation Salary Grid will
apply - start rate will be
commensurate with
experience.

Benefits:

- Paid Vacation!
- Paid time off over
Holiday Shutdown!
- 14 Statutory
Holidays!
- Paid Sick Leave!
- Group Health &
Dental Benefits
including Long-term
Disability (LTD) and
Employee Family
Assistance Program
(EFAP)!
- Pension Plan with
Employer Match!

Home & Community Care Coordinator

Position Summary:

The Home and Community Care Coordinator (H&CCC) is responsible for the provision and administration of the Home & Community Care programs within the Alderville First Nation Community. The H&CCC ensures that the needs of eligible clients are being met with timely and appropriate service delivery, through coordination and advocacy of all available services. The key role is to encourage community members to contribute to improved community health conditions and assume an active responsibility for enriching and maintaining their individual health.

KEY JOB FUNCTIONS:

- Provides supervision, evaluation and professional development/training of the Personal Support Workers allocated to the various programs.
- Responsible for assisting community members, from infant to the elderly, in achieving an optimum level of health through an assessment process identifying a care plan for the member.
- Supports and assists in various Health Centre programming including the Adult Day Program.
- Maintains a good working relationship with all clients, governments, agencies, native organizations, associations, business associates, Health and Social Services staff and the community.

Planning and Management:

- Increases awareness of programs and services available to clients, community health care providers and membership through community venues and one-on-one with clients.
- Facilitates assessments and follow-up as designed within the Home and Community Care Program.
- Assures required and appropriate care plans within program perimeters, for members discharged from hospitals.
- Meets with families or designated spokespersons to plan schedules and care requirements.
- Conducts business in a manner that reflects positively on the program reviews and recommends all services, supplies and equipment necessary to achieve program goals within the approved budget.
- Develop, facilitate & oversee the Alderville First Nation Palliative Care Program.
- Ensures compliance with all applicable legislation and First Nation policies and procedures.

Liaison:

- Acts as a case manager for all clients to ensure timely, quality, compassionate care in all areas of service.
- Liaison with all off-reserve home care service providers such as Community Care Access Center; Victorian Order of Nurses; General practitioners and Hospitals; Nursing Homes; Long Term Care Regional Branch Office; Public Health Unit and other agencies as deemed necessary.
- Acts as interpreter, when necessary, between members of the community and health care delivery team.
- Liaison with visiting officials in the conduct of their business to First Nation people.



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Salary:

Start Rate - \$35.70 to
\$39.84 per hour*

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Benefits:

- Paid Vacation!
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
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- Pension Plan with Employer Match!

Finance:

- Prepares and administers the Home and Community Care, Home Help and Homemakers annual financial budgets, workplans, charting and reporting; assists in the delivery of the AED program.
- Keeps a pulse on available funding opportunities and develops funding proposals, with timely reports as required.
- Maintains Federal and Provincial applicable funded budgets.

Other Accountabilities:

- Appreciation for privacy of clients and an appreciation for high level confidentiality.
- Participates in Case Management and keeps file notes as required.
- Ensures participation of client and/or families and in setting goals and encourages the client and family to take an active role in and achieving goals of service.
- Stays current and knowledgeable of Non-Insured Health Benefits (NIHB) available to coordinate care needs.
- Maintains an inventory of mobility and safety equipment and supplies to aid those needing medically recommended by agencies or care services.
- Responsible for the care and maintenance of the designated vehicle used for programming and services.
- Prepares monthly inserts of program information and updates to be included in the Alderville First Nation newsletter.
- Accountable to the Alderville First Nation, Chief and Council and Agency Funders.
- All Alderville First Nation Personnel and Operational Policies and Procedures will apply.
- Provides coverage for the Community Health Nurse in their absence as required (e.g., vacation).
- Works in cooperation with the Nurse Practitioner, Community Health Nurse, Community Health Representation and the entire Health & Social Services team.

Minimum Qualifications:

- Practical Nursing Diploma.
- Current membership in good standing with the College of Nurses of Ontario (CNO) and valid certificate of registration with the CNO.
- Current CPR/First Aid and AED certification.
- Must have valid Class 'G' driver's license and \$1M liability insurance with reliable method of transportation.
- Vulnerable Sector Search required upon conditional offer.
- Up to date Immunization Certificate.

Specialization required:

- Supervisory and scheduling experience.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.
- Knowledge of legislation governing First Nations.
- Initiative and ability to work independently to meet deadlines.
- Ability to analyze problems, recommend and implement solutions.
- Good people skills to deal with First Nation residents.

Considered an asset:

- First Nations and Inuit Health Branch approved training in community health.
- U-First/P.I.E.C.E.S. Certificate.
- Palliative Care Training.

Human Resources - Employment Opportunities



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Preferred experience:

- Up to 5 years' experience working as a Registered Practical Nurse with a minimum of two (2) years' experience in Community Home Care.
- Venipuncture experience preferred.
- Proven ability to network effectively and productively with related organizations and agencies both within and outside the community.
- Excellent organizational, interpersonal, written, and oral communication skills.
- Demonstrated case management experience and group facilitation skills.
- Must have excellent knowledge of all Microsoft programs and skills for reporting and presentation purposes, and general office equipment knowledge.
- Work experience with a First Nation or Indigenous Organization.
- Knowledge of the history and dynamics of the Alderville First Nation community.

Deadline to Apply: *Friday, July 17th, 2026.*

How to Apply:

Applications must include:

- Cover letter.
- Current resume; and
- Three (3) work-related references that include name, phone #, email address of former Supervisors and/or letters of reference.

How to Contact:

Human Resources Recruitment

Phone: 905-352-2011 ext. 254

Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.