



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Home and Community Care Coordinator (Full Time)
Department: Membertou Health Centre
Reports To: Health Director
Salary: Commensurate with experience

Membertou Health is seeking a dedicated Home and Community Care Coordinator to lead the delivery of compassionate, high-quality, and culturally grounded Home Care Program for the Membertou community. The home and community care program supports Elders and Individuals with complex health needs to live safely and comfortably at home.

Duties and Responsibilities:

- Supervise and support the Home and Community Care team (5 Continuing Care Assistants, 2 LPN's).
- Support and assist with the Physician Clinic and Supervise the Medical Secretary(s).
- Monitor staff performance, caseloads, and ensure quality care is delivered.
- Coordinate scheduling, staffing, and coverage for client care.
- Participate in program development, evaluation, and future planning.
- Develop and update home care policies
- Ensure all care and operations align with Accreditation Canada and Membertou Quality Management System standards.
- Conduct nursing assessments and develop goal-based care plans.
- Provide direct nursing care, including health teaching, chronic disease management, wound care, medication administration, and provide end-of-life support.
- Facilitate smooth care transitions from hospital to home through discharge planning.
- Reassess clients' needs and update care plans as necessary.
- Foster a positive and cooperative team environment.
- Act as a liaison with families, physicians, hospitals, continuing care, palliative care, wound care clinic and other community services.
- Participate in health promotion activities, such fall prevention safety sessions and assisting with immunization and pandemic response clinics.
- Attend quarterly Home and Community Care meetings with other HCC nurses working in Nova Scotia First Nation Communities
- Maintain accurate and confidential Electronic medical records and complete required Health Canada reports.
- Monitor staff attendance and conduct annual and probationary performance evaluations.
- Order and manage medical supplies and equipment as needed. Clean and maintain medical equipment.
- Perform other duties as required and deemed necessary by the Director of Health
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.

- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.

Qualifications:

- Must have Registered Nurse in good standing with the College of Registered Nurses of Nova Scotia (CRNNS)
- Minimum of five (5) years' experience. Home care experience will be an asset.
- Updated Criminal Record Check and Vulnerable Sector Check
- Standard First Aid & Basic Life Support (BLS)
- WHMIS Certification
- Valid Driver's License
- Foot Care Training (Asset or willingness to obtain)
- Proficiency with computer software and electronic patient records
- Strong communication, leadership, and organizational skills
- Knowledge and understanding of the Mi'kmaw language, culture, values and traditions is an asset.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Attention: Priya Shyla
Membertou Human Resources Department
47 Autwen Ma'sl Awti
Membertou, NS BIS-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, June 27th, 2025, at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.