



EMPLOYMENT OPPORTUNITY

Team Lead, Home and Community Care

Job Classification: Team Lead, Home and Community Care – Full-Time
Competition #: 2023-13

About the Role

Reporting to the Manager, Health this position coordinates programming and support for vulnerable people, including elders, persons with disabilities and/or physical limitations, and other citizens requiring individualized care and support. This position also coordinates service delivery including wood, food, cleaning and other necessities. As Team Lead this position also assigns tasks to Support Workers and participates in department meetings to ensure the health and wellness needs of citizens are met.

What you bring

- Experience building partnerships with community resources to connect and promote the wellbeing of families and citizens;
- Relevant training and experience coordinating programs and services to vulnerable populations including elders and/or persons with disabilities;
- Class 5 Driver's License with clean driver's abstract;
- High School Diploma or equivalent; and
- Current Criminal Records Check with Vulnerable Sector Check.

Working Conditions

- Adaptable to changing work assignments.

What we offer

- A supportive and safe work environment;
- Competitive compensation will commensurate with qualifications, up to \$53.98/hr;
- Work experience in a multi-disciplinary team; and
- Equal opportunity, diverse and inclusive workplace.

Working with Vuntut Gwitchin First Nation

Our mission is to promote wellness, self-sufficiency, and prosperity in our community through cultural teachings and environmental stewardship, and by building and maintaining an accountable government that motivates, inspires, and provides opportunities for the Vuntut Gwitchin.

The competition will remain open until filled.

Please forward resume to:

Human Resources Department
Vuntut Gwitchin First Nation
P.O. Box 94
Old Crow, YT Y0B 1N0
Email: employment@vgfn.net

A complete job description is attached.

Priority will be given to citizens of the Vuntut Gwitchin First Nation.

While we appreciate all applications, only those selected for further consideration will be contacted.



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POSITION PROFILE

INTRODUCTION	
Position Title: Team Lead, Home & Community Care	Reports To: Manager, Health
Dept: Health & Social Services	Location: Old Crow, YT
Staff: 3-4	Revision Date: April 2023
PURPOSE	
<p>Reporting to the Manager, Health this position coordinates programming and support for vulnerable people including elders, persons with disabilities and/or physical limitations, and other citizens requiring individualized care and support. This position also coordinates service delivery including wood, food, cleaning and other necessities. As Team Lead, this position also assigns tasks to Support Workers and participated in department meetings to ensure the health and wellness needs of citizens are met.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Leads the day-to-day activities of casual care workers. Organizes team activities, communicates work goals, arranges work schedules, assigns, and monitors tasks, and distributes information. Promotes capacity development through performance evaluation, encourages individual development, and supports personnel issues and problem solving; • Assesses the level of assisted living and home care services required by elders and persons with disabilities. Assists clients, their families and care specialists to determine individual and appropriate options for home care; • As the main point of contact, links elders to home care resources. Participates in client case management meetings with colleagues to ensure coordinated and integrated care; • Coordinates the meals on wheels program for elders and persons with disabilities; • Coordinates the heating fuel program for elders by confirming participants in the program, arranging for the purchase and delivery of fuel, and ensuring heating sources in homes are functioning properly. Liaises with Government Services Department to arrange for facilitate repairs when required; • Assists the Manager to review and develop procedures to support effective service delivery; 	

- Provides office support as required including reception, responding to general inquiries, distributing information, and maintaining confidential filing systems; and
- All other duties, as assigned.

ACCOUNTABILITY & IMPACT

- Ability to assess issues and concerns with a positive and solution-oriented mindset;
- Ability to communicate effectively and diplomatically with co-workers, clients, and community agencies;
- Clients are supported and their wellbeing and safety is of utmost priority;
- Confidence in the provision of services is impacted by the coordinator’s ability to case manage and provide accurate information that is managed respectfully and confidentially;
- Effective care delivery has a high impact on the quality of life of clients and their families;
- Approaches incorporate traditional and cultural beliefs;
- Maintain confidentiality and respect; and
- The VGG Standards of Conduct are modelled and promoted.

FINANCIAL CONTROL

Annual budget under direct control of this position:	None
Other responsibilities & influences:	None

WORKING CONDITIONS

Environment:	Work takes place in an office setting. The position deals with personal and sensitive situations daily. These situations require confidentiality, cultural competence, and compassion.
Physical:	Normal
Hazards/equipment:	Exposed to stress, emotional fatigue, physical and verbal abuse, and threats from clients experiencing negative reactions, and who may be disturbed, violent and/or under the influence of various substances.
Travel:	None

This document is intended to describe the general nature of the position and not to be a full inventory of tasks. The incumbent will undertake a variety of work within the position’s scope to align with and contribute to the organization’s mission.

POSITION COMPETENCY PROFILE

Knowledge & Experience	<ul style="list-style-type: none">• Experience coordinating programs and services to vulnerable populations including elders and/or persons with disabilities; and• Experience building partnerships with community resources to connect and promote the wellbeing of families and citizens.
Behavioral Competencies	<ul style="list-style-type: none">• Client service• Respect• Communication• Self-awareness• Time management• Teamwork• Adaptability• Initiative
Conditions of Employment	<ul style="list-style-type: none">• Satisfactory Criminal Record Check with vulnerable sector; and• Class 5 Driver's License.