



Job Title: Homecare Coordinator-Paqtnkek Mi'kmaw Nation

Reports to: Health Director

Location: Paqtnkek Mi'kmaw Nation, Health Centre

Employment Type: Full-Time (Permanent)

Position Summary

Paqtnkek Mi'kmaw Nation is seeking a compassionate, organized, and community-focused Homecare Coordinator to lead and coordinate home and community care services for community members. The Homecare Coordinator will ensure culturally safe, high-quality care that supports Elders and individuals requiring assistance to remain safely in their homes.

Reporting directly to the Health Director, the Homecare Coordinator plays a key role in service planning, staff supervision, client assessments, and program development aligned with Mi'kmaq values and community priorities.

Key Responsibilities

- Coordinate and oversee homecare services for clients, including intake, assessment, care planning, and follow-up
- Supervise home support workers and support staff, including scheduling, coaching, and performance management
- Collaborate with nurses, health providers, families, and external partners to ensure integrated care
- Maintain accurate documentation, reporting, and compliance with program standards and funding requirements
- Monitor service quality and implement continuous improvement initiatives
- Support culturally grounded care approaches that reflect Mi'kmaq values, dignity, and respect
- Participate in budget monitoring and program planning
- Respond to client concerns and support conflict resolution when required
- Ensure health, safety, confidentiality, and professional standards are maintained
- Support duties within the Home Support Worker role as required
- Provide support to Health Centre– led community events, including occasional after-hours work
- On-call Fridays to support Home Support Workers; must remain within close community proximity





Qualifications

- Licensed Practical Nurse (LPN) preferred; current license in good standing with relevant regulatory body
- Experience coordinating homecare, community care, or health programs
- Demonstrated supervisory experience is an asset
- Strong organizational, communication, and problem-solving skills
- Knowledge of Indigenous health approaches and culturally safe care practices preferred
- Experience working in a First Nations community is considered an asset
- Valid driver's licence and reliable transportation required
- Clear criminal record and vulnerable sector check

Key Competencies

- Compassionate and client-centred approach
- Leadership and team coordination
- Cultural humility and respect
- Strong documentation and administrative skills
- Ability to manage competing priorities
- Collaboration and relationship building

What We Offer

- Meaningful work supporting community members and Elders
- Competitive salary and benefits (per Paqtnkek policies)
- Professional development opportunities
- Supportive, community-focused work environment





To Apply:

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience along with two professional references

To: David Kearns, Human Resources Director - Paqtnekek Mi'kmaw Nation

Email: jobs@paqtnekek.ca

Subject Line: Homecare Coordinator

Or: Deliver in person to the front desk at Paqtnekek Band Office during business hours.

Paqtnekek Mi'kmaw Nation is committed to diversity and inclusion in the workplace and encourages applications from qualified Indigenous candidates and all others who meet the qualifications.

Thank you for your interest. Only those selected for an interview will be contacted.

