



**Career Opportunity:**  
Home Community Care Coordinator  
**(Full-Time Permanent)**

**Closing:**  
March 16th, 2026

**Anticipated Start Date:**  
Immediate

**Salary Range:**  
To be negotiated  
**(Based on Qualifications and Experience)**

**General Description:**

Under the direction of the Sipekne'katik Health Director, the Home Community Care Coordinator is responsible for planning, coordinating, and administering a comprehensive home care program that supports Elders and community members to continue living safely and comfortably in their homes. This position provides daily functional supervision to the Home Care Nurse and Home Care Support Staff, ensuring high-quality, culturally respectful, and client-centered care.

**Responsibilities:**

**Program Administration and Leadership**

- Administer the Home Care Program to ensure services are delivered in an appropriate, compassionate, and respectful manner.
- Oversee the daily operations of home care services, ensuring compliance with provincial and community health standards.
- Ensure staff receive required provincial training, annual in-service education, and ongoing competency evaluations.
- Monitor staff performance, reliability, and adherence to care standards to maintain consistent quality of service.
- Update and maintain home care policies and procedures on an annual basis.

**Client Care Coordination**

- Identify community members requiring home care and assess their individual needs.
- Conduct initial assessments, reassessments, and care planning for clients, including adult care clients as required.
- Coordinate weekly care management meetings to review caseloads, client updates, and service plans.
- Liaise with family members, caregivers, and community supports to ensure holistic care delivery.
- Reinforce a client-centered approach that promotes dignity, independence, and cultural respect.

**Health System Collaboration**

- Liaise with family physicians, hospitals, and other health professionals to coordinate care and discharge planning.
- Conduct pre-discharge home assessments to ensure readiness for clients returning from hospital stays.

- Facilitate communication and coordination among all health service providers to support continuity of care.

### **Education and Community Outreach**

- Educate clients, families, and community members about home care services and available supports.
- Provide written and verbal health information and promote shared responsibility for health management.
- Support community awareness initiatives to promote healthy aging and independence.

### **Administrative and Reporting Duties**

- Oversee administrative functions including payroll, budgeting, and invoicing.
- Monitor staff attendance, sick leave, and vacation schedules.
- Maintain a confidential and accurate client record-keeping system.
- Share client information only with proper verbal and written consent.
- Prepare and submit monthly program activity reports to the Director of Operations for funding and accountability purposes.
- Ensure accurate and timely documentation of all program-related activities and data.

### **Qualifications and Experience/Skills:**

- Bachelor of Science in Nursing (BScN) or Diploma in Nursing from a recognized institution.
- Eligibility for registration with the Nova Scotia College of Nursing.
- Minimum of five (5) years of experience in an acute care setting, preferably with supervisory or management experience.
- Experience in home care nursing preferred.
- Current CPR and First Aid certification.
- Valid Nova Scotia Driver's License (Class 5) with reliable access to transportation; 6A Endorsement required.
- Ability to work flexible hours, including home and community visits as needed.
- Satisfactory Criminal Record Check, Child Abuse Registry Check, and Vulnerable Sector Check required.

### **Benefits:**

This position comes with a variety of benefits including Sick, Personal and Vacation Leave, Health, Dental, Disability and Life Insurance, an Employee & Family Assistance Program and employer matched Pension Plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resources Department

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 2H0

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits.*

***Only those applicants who qualify for an interview will be contacted.***