



**WESTBANK  
FIRST NATION**

*Community. Leadership. Pride.*

## **WESTBANK FIRST NATION** Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

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**TITLE: Community Home Care Supervisor**  
**MINIMUM SALARY: Commensurate with experience**  
**DEPARTMENT: Community Services**  
**TERM: Full-Time**

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### **POSITION SUMMARY:**

The Community Home Care Supervisor coordinates and assists in the implementation and evaluation of the Home and Community Care, Adult In-Home Care, Diabetes, and Chronic Disease Program.

The Community Home Care Supervisor delivers a program to support clients in their homes during times of acute or chronic health issues. This includes an intake process, assignment of care workers and ongoing supervision of program workers. The Community Home Care Supervisor also provides nursing care to clients of the program, such as wound care, foot care and nursing assessment. The Community Home Care Supervisor works with family members and community resources to assist Elders and others with chronic health conditions ensuring they are cared for safely and with respect.

The Community Care Supervisor/Home Care Nurse provides education to individuals and groups in the community with a focus on chronic disease prevention and treatment. This education is facilitated through family meetings, public presentations, and support group meetings.

The Community Home Care Supervisor performs specialized nursing tasks such as assessment for health conditions. These include, but are not limited to, diabetes, heart disease, and tuberculosis, using appropriate screening devices.

The Community Home Care Supervisor implements a comprehensive Chronic Disease Management program as directed.

### **DUTIES AND RESPONSIBILITIES:**

- Coordinates the administration of the Home and Community Care, Adult-In Home Care, Diabetes, and Chronic Disease programs
  - a. Monitors the budget for Home and Community Care, Adult-In Home Care, Diabetes, and Chronic Disease programs
  - b. Develops a yearly work plan for Home and Community Care, Adult-In Home Care, Diabetes, and Chronic Disease Management programs as directed
  - c. Plans and implements activities related to work plans
  - d. Prepares various reports; prepares and uploads monthly reports for Health Canada (i.e. e-SDRT)
  - e. Orders and maintains an inventory of loan-cupboard equipment, medical supplies, and materials
  - f. Contributes to ensuring a culturally appropriate lens is applied to programs and activities
  - g. Organizes and delivers, where appropriate, education for home care staff
  - h. Maintains statistical records of program services
  - i. Maintains copies of all teaching documentation
  - j. Maintains confidential records of client interactions within prescribed guidelines
  - k. Maintains and shares a library of up-to-date health-related resources
  - l. Assists in maintaining the confidentiality of all interactions and records
  - m. Conducts all duties in keeping with all relevant legislation, policies, and procedures.
  - n. Ability to properly use A1C machine
  - o. Stocks up wound care dressing trolley and home care bag supplies
- Provides health support and basic medical services to individuals, families, and groups in the community as directed
- Provides community education, support, and activities as directed
- Provides specialized nursing services
- Supports and supervises Home Support Workers and Homemakers
- Maintains a professional status within the health team
- Liaises with community agencies and support groups

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- Provides community education, support, and activities as directed
- Provides specialized nursing services
- Maintains a professional status within the health team
- Liaises with community agencies and support groups
- Performs other related duties as required

**QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Program planning and evaluation
- Financial management
- Human resource management
- Up-to-date clinical practices
- Adult health
- Chronic diseases
- Case management and confidential record keeping
- Effective teaching methods
- Nursing standards and applicable legislation and regulation
- Assessment tools for a variety of ages and conditions
- General health and disease prevention

Skills

The incumbent must demonstrate the following skills:

- Program planning and evaluation
- Financial management
- Supervision of program staff
- Program administration
- Writing and reporting
- Effective counseling
- Effective speaking and listening
- Computer use
- Public speaking and presentation
- Analytical and problem solving
- Time management
- Independent practice of key nursing skills
  - Use of screening devices
  - Physical Assessment
  - Monitoring therapeutic effects
  - Wound care, chronic and acute
  - Male and female catheterizations
  - Foot care
- Use of specialized equipment i.e. assistive devices

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of Community Home Care Supervisor. The incumbent must also demonstrate the following:

- Maintain standards of conduct as per Nursing Standards CRNBC & ARNBC and following the WFN Client Care Policy
- Be respectful of clients and co-workers
- Possess cultural awareness and sensitivity
- Be flexible
- Be consistent and fair
- Be self-starting and independent in practice

### Education/Certification

- Bachelor of Nursing Degree from a recognized University
- LPN Required RN preferred
- Current registration with CRNBC or CLPNBC
- Foot and Wound care experience or recent course completion
- Valid Driver's License with Acceptable Driver's Abstract
- Acceptable Criminal Record Check with Vulnerable Sector Search

A competitive salary and benefits package is offered. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#) by **Friday, October 13, 2017** **Please reference #17-19 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

Recruitment/Training & Development Coordinator  
Westbank First Nation  
301-515 Hwy 97 South, Kelowna, BC V1Z 3J2  
Fax: (250) 769-4377  
Email: [careers@wfn.ca](mailto:careers@wfn.ca)