

MÉTIS NATION OF ONTARIO JOB POSTING

AGING AT HOME COORDINATOR

Internal/External Job Re-Posting

Location: Cochrane, Ontario

Indeterminate, Full-Time Position

Closes: January 25, 2018 - 4:30 p.m.

Posting: 012519-AAH-COC

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>

The Métis Nation of Ontario (MNO) Healing and Wellness (H&W) Branch is seeking a strong team player to serve as an Aging at Home Coordinator. This indeterminate, full-time position is based in the Métis Nation of Ontario office in Cochrane. Upon successful completion of the three-month probationary period, the successful candidate will be enrolled in the MNO Registered Retirement Plan and benefits program.

The Aging at Home program is a service delivery program to assist seniors 55+ who need assistance to be able to remain living independently in their own home. The Aging at Home program delivers friendly visiting services and personal support services, such as: bathing, light house-keeping, meal preparation, laundry and supportive transportation services (grocery, banking, pharmacy). The Aging at Home Coordinator will provide access to gas cards for specialized medical appointments and coordinate and track contracted services that provide lawn care and/or snow removal.

In carrying out the following duties, it is expected that the *Aging at Home Coordinator* will:

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Comply with MNO Policies and Procedures and MNO Financial Policies and Procedures at all times
- Comply with and model MNO's *Standards of Professional Conduct*
- Adhere to all applicable privacy law and respect confidential information at all times
- Be cognizant of and compliant at all times with the MNO workplace Policies and Procedures, the Ontario Employment Standards Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Ontario Human Rights Code and other legislative and policy provisions governing the MNO workplace.
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Collaboratively work within the Healing & Wellness branch, and with other MNO branches, MNO leadership, MNO citizens, MNO contractors on related projects
- Attend and participate in the MNO Annual General Assembly (MNO Policy 2.120)



Métis Nation of Ontario
Human Resources

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Reporting to the *Healing and Wellness Supervisor*, the duties include but are not limited to:

1. Create and maintain a record of clients and service on the MNO Health Access Tracking System (OHATS)
2. Personal Support Services include: bathing, light house-keeping, meal preparation, laundry and supportive transportation services (grocery, banking, pharmacy)
3. Track daily/monthly purchases in OHATS
4. Complete monthly financial purchase card reports using internal processes
5. Support client access to gas cards for specialized medical appointment calculated based on pre-determined program variables
6. Assist clients to access services through referrals
7. Calculate eligibility for services, coordinate and track contracted services that would provide lawn care and/or snow removal

Minimum Qualifications:

- Post-Secondary education in a Social Health related field and/or minimum of 2 years' experience in providing social support services to clients in an Aboriginal setting
- Experience in organizing, implementing community-based workshops/activities/community events
- Relevant background in Métis focused and broader Indigenous health promotion, recreation and social programs
- Proficiency with computer programs (Outlook, Excel, Work and PowerPoint)
- Successful candidate will provide and maintain a Criminal Record and Vulnerable Sector Check
- Flexible work schedule with ability to work extended hours, evenings and weekends as required
- Willing and available to travel locally, or at a site other than home location, requiring overnight stays
- Current CPR/First Aid Certification or willingness to obtain

Requirements:

- Knowledge of Métis Nation of Ontario culture, history and way of life
- Knowledge of Métis Nation of Ontario programs and services
- Previous or current involvement with the Métis Council and/or Community
- Ability to work as part of a team and independently with minimal supervision
- Ability to effectively and courteously interact with the public
- Well-developed administrative, organizational and communication skills in order to meet deadlines
- Demonstrated organizational and time-management skills
- Ability to lift 11.5 kg when required
- Bilingualism would be considered an asset

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Preference may be given to qualified Métis candidates.