



**CASE MANAGER 135R3-21-2**  
**LTC/HCC, HEALTH SERVICES**  
**Full-Time**

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **October 27, 2021**, for the Case Manager with LTC/HCC, Health Services Department. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the [www.greatsn.com](http://www.greatsn.com) website. Online applications accepted through <https://www.vscyberhosting.com/sixnations/>. **NO LATE APPLICATIONS ACCEPTED. Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.**

**JOB SUMMARY:** The Case Manager reports to and works under the direction and supervision of the Manager of the Home and Community Care Program. To assist the Home and Community Care Manager of the Case Management Unit in the performance of statutory, operational and advisory duties related to the Home and Community Care program. To assist the Manager of the Home and Community Care Case Management Unit in planning, coordinating and developing; implementing; and maintaining client service plans and managing services for the Six Nations Home and Community Care program within the policies and procedures established by the Six Nations Elected Council for the Six Nations Home and Community Care Program.

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|----------------------|-------------------|
| <b>Type</b>          | Full Time         |
| <b>Closing Date</b>  | October 27, 2021  |
| <b>Hours of Work</b> | 35 hours weekly   |
| <b>Wage</b>          | \$70,000-\$82,000 |

**BASIC QUALIFICATIONS:**

- Bachelor of Science Degree in Nursing with a current certificate of Registration from the
- College of Nurses of Ontario and one (1) year related experience; OR
- College diploma in Nursing with a current certificate of Registration from the College of Nurses of Ontario and two (2) years related experience.
- Must have First Aid, CPR and WHMIS
- Ability to demonstrate leadership and administrative skills
- Native preferred specifically a Six Nations member and resident.
- Must have a vehicle and valid class "G" Driver's License.
- Willing to work flexible hours
- Must have computer skills in Microsoft Office, MS Word, Outlook and Excel.

**SUBMISSION PROCEDURE: (Choose one method ONLY):**

**Method #1: Online**

1. Please visit: <https://www.vscyberhosting.com/sixnations/> to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
  - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
  - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
  - c. Copy of your education diploma/degree/certificate and transcript.
3. If you have any questions or need assistance please reach out to Lesleigh Rusnak, Staffing Officer at 519-445-2223 ext 4343 or via email at [StaffHR@sixnations.ca](mailto:StaffHR@sixnations.ca).

**Method #2: GREAT – Applications must include all of the following:**

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.

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4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

**Case Manager – Full Time – 135R3-21-2**  
c/o Reception Desk  
Grand River Employment & Training (GREAT)  
P.O. Box 69, 16 Sunrise Court  
Ohsweken, Ontario N0A 1M0

## POSITION DESCRIPTION – HEALTH SERVICES

**POSITION TITLE:** Case Manager

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Manager of the Home and Community Care Program.

**PURPOSE & SCOPE OF THE POSITION:**

To assist the Home and Community Care Manager of the Case Management Unit in the performance of statutory, operational and advisory duties related to the Home and Community Care program.

To assist the Manager of the Home and Community Care Case Management Unit in planning, coordinating and developing; implementing; and maintaining client service plans and managing services for the Six Nations Home and Community Care program within the policies and procedures established by the Six Nations Elected Council for the Six Nations Home and Community Care Program.

**KEY DUTIES & RESPONSIBILITIES:**

**1. Technical Functions:**

- Provide support and supervision to other staff of Home & Community Care
- Conduct the process of assessment/reassessment of new and existing clients.
- Receive and review client self-referrals, other local services and external agencies.
- Receive and interview persons seeking services to set up an appropriate service plan re: eligibility criteria and needs.
- Collect and/or coordinate the collection of further information that may be necessary in determining the eligibility and need of a potential client.
- Work with other service provider staff, ie. local and external, in reviewing situations to determine service eligibility for clients, as determined by need and referrals of those in need of other services.
- Review and approve each client's service plan on a timely basis in order to keep client services as current as possible.
- Maintain regular contact as required with clients and ensure that client concerns are addressed to ensure that treatment goals are being met. □ Plan and coordinate client discharge
- Perform duties as related to on-call under policy and procedure for the Home and Community Care Case Manager for evenings, weekend and holiday hours and is knowledgeable in required areas for coverage under the Home and Community Care Program.
- Review and approve each client's service plan on a timely basis in order to keep client services as current as possible. Plan and coordinate client discharges as required.

## **2. Communications Functions:**

- Facilitate regular monthly meetings to allow for open communication and dissemination of information.
- Continually ensure that client service is comprehensive and effectively and efficiently coordinated so that an effective case management system is maintained for each client and their family.
- Identify gaps in the service provided and community needs and inform the Manager of trends which have cost implications for the program.

## **3. Administrative Functions:**

- Manage and monitor daily, monthly, quarterly and annual documentation as required of all aspects of service plan delivery
- Completion of yearly staff evaluations
- Verify with the staff of the programs that any schedule changes are communicated to those involved ensuring scheduled service.
- Maintain knowledge base by attending staff development seminars, conferences, workshops, and staff meetings as necessary
- Verify and sign the weekly timesheets, in cooperation with the Secretary for Home and Community Care.
- Submit weekly on-call sheets to capture your time and receive compensation according to a Six Nations Elected Council Resolution.
- Ensure relevant, accurate, statistical data is captured for use in reporting as required.
- Ensure relevant, accurate, statistical data is captured for use in reporting as required utilizing the Standard Data Recording Template (SDRT).

## **4. Other Functions:**

- Performs other job related duties as may reasonably be required by the Manager of the Home and Community Care Program.
- Provides support for the Six Nations Emergency Measures Plan by ensuring awareness of the Emergency Measures Plan and assistance as instructed by the Director of Health Services.
- It is the responsibility of the employee to be aware of and adhere to all policies and procedures, including those that relate to client safety, staff safety and risk management.

## **WORKING CONDITIONS:**

- Work requires extensive interaction with public and is subject to deadlines, interruptions, mental stress and unscheduled hours of work.
- This position required inside work and requires some travel.
- Ability to take direction, prioritize and work independently with many demands and time restraints.

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## **WORKING RELATIONSHIPS:**

### **With the Manager of the Home and Community Care Program**

Receives direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, receives instruction and supervision.

### **With Program Staff**

Provides direction, guidance and discusses plans, priorities or interacts to ensure tasks are done efficiently and effectively, provides instruction and supervision.

### **With Other Staff**

Promotes courtesy, co-operation and teamwork with all staff.

### **With the Public**

Represents and promotes the health service interests of Six Nations; works in a courteous, co-operative, positive and proactive manner.

### **With External Agencies**

Represents and promotes Six Nations interests relative to Health Services; maintains awareness of legislative policy and program changes; seeks to develop sound, professional working relationships.

## **KNOWLEDGE AND SKILLS:**

### **Minimum Requirements:**

- Bachelor of Science Degree in Nursing with a current certificate of Registration from the College of Nurses of Ontario and one (1) year related experience;
- OR
- College diploma in Nursing with a current certificate of Registration from the College of Nurses of Ontario and two (2) years related experience.
  - Must have First Aid, CPR and WHMIS
  - Ability to demonstrate leadership and administrative skills
  - Native preferred specifically a Six Nations member and resident.
  - Must have a vehicle and valid class “G” Driver’s License.
  - Willing to work flexible hours
  - Must have computer skills in Microsoft Office, MS Word, Outlook and Excel.

### **Other Related Skills:**

- Will have working knowledge of relevant legislative, regulations and policies related to the Home and Community Care Services.
- Will be familiar with relevant local and area resources.
- Will have good communication and public relation skills.
- Ability to work within a multi-disciplinary team setting.
- Work independently and initiate action as required.

## **IMPACT OF ERROR:**

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Errors in judgement and in the conduct of duties could lead to loss credibility, poor public relation, confusion, duplication of effort and misinformation being given to the Director of Health Services, Human Services Committee, Six Nations Elected Council, Government Agencies and the public.

**CONTROL:**

Guiding principles set by Health Services Department and Six Nations Elected Council. Works within the administrative policies and procedures established by the Six Nations Elected Council for the Health Services Department and other legislation provided by the respective governments.