

Manager, Home & Community Care

Department: Health Services

Posting Date: July 11, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: Existing

Reports To: Director, Health Services

Salary Range: \$75,930.40 - \$100,191.00

What you'll do in the role

- Demonstrates accountability for work performance.
- Promotes a safe and healthy environment by maintaining professional boundaries and supporting physical space needs for service delivery.
- Provides leadership through staff supervision, coaching, mentoring, and assisting with strategy development to meet client and community needs.
- Ensures HCCP goals, philosophy, and procedures are understood and followed by staff.
- Participates constructively in meetings, training sessions, and committees relevant to service delivery and organizational goals.
- Maintains positive relationships with community members, service organizations, and government partners at all levels.
- Supports initiatives that enhance access and cultural competency in First Nations care.
- Builds effective internal and external partnerships to support service mandates.
- Demonstrates knowledge of relevant services and systems to advocate effectively for individuals and service delivery.
- Develops and reviews annual work plans aligned with the NFN Strategic Plan, adapting as needs evolve.
- Oversees data collection, accuracy, and timely reporting for administrative, activity, and financial purposes.
- Maintains open communication with staff, management, leadership, and community stakeholders.
- Manages implementation and coordination of core programs.
- Supports virtual care and digital health integration, triage systems, and waitlist management.
- Evaluates programs and incorporates feedback for continuous improvement.
- Reviews and applies research and best/promising/wise practices in Indigenous home and community care.
- Leads quality assurance initiatives and risk mitigation strategies within the department.
- Identifies data needs and implements evidence-based practices, including policy recommendations.
- Prepares and submits quality assurance and financial reports with accuracy and timeliness.
- Provides oversight for the development and maintenance of HCCP policies and procedures, including Community Support Services and Assisted Living Programs.
- Ensures compliance with agreements and NFN financial policies; reviews financial reports and addresses discrepancies as needed.
- Collaborates with the Director of Health Services to complete and submit funding reports.
- Leads proposal writing in collaboration with internal and external partners.
- Participates in staff recruitment, selection, and contract maintenance in coordination with Human Resources.
- Conducts staff performance reviews and competency assessments; develops individual performance plans.
- Authorizes staff training to support achievement of performance goals.

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- Reports serious occurrences and follows required protocols.
- Maintains care and accountability for NFN Health Services property.
- Performs other related duties as assigned by the Director of Health Services or designate.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages, and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- Must have degree in a health or business administration related discipline
- Must have minimum 3 years' experience with management responsibility; or
- Must have minimum 5 years of experience with proven leadership or management responsibility.
- First Nation health management or Leadership certificate an asset
- Must have a valid Ontario Class "G" License and access to a reliable personal insured vehicle
- Must have a recent (within 3 months) Criminal/Police Records Check and Vulnerable Persons Check
- Naloxone Training
- Privacy Training
- Occupational Health and Safety Training
- WHMIS (Workplace Hazardous Materials Information System)
- First Aid and CPR with AED
- Knowledge of Indigenous worldview
- Knowledge of Anishinaabemowin language an asset
- Knowledge of home and community care guidelines and practices that support seniors to remain at home
- Knowledge of client assessment tools and client data systems to support service delivery
- Skills in program and policy development, implementation and evaluation integrating western and Indigenous approaches
- Ability to implement best practice standards and address ethical issues in accordance with appropriate college requirements and legislation
- Ability to protect the personal health information of clients and maintain a high degree of confidentiality, privacy, and security
- Ability to network effectively and productively with related organizations and agencies both within and outside the community
- Ability to effectively manage financial and activity data to ensure accountability through reporting processes
- Ability to identify and implement quality assurance measures for effective care delivery
- Ability to critically analyze and address systemic issues that impact First Nation seniors' wellness and home care needs
- Ability to act professionally and work with minimal supervision
- Proficient computer experience in Microsoft 365



EMPLOYMENT OPPORTUNITY

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- Excellent written and verbal communication skills
- Excellent interpersonal skills, problem-solving abilities, and conflict resolution skills
- Excellent time management, organizational and administrative skills

APPLICATION DEADLINES:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing July 25, 2025 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing August 1, 2025 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Three

Closing August 8, 2025 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled.

*If you are excited by this opportunity and want to be a part of Nipissing First Nation, please **apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm** on the application deadline noted above.*

Are you a member of NFN? If so, please read below:

- ✓ Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.
- ✓ Work experience and training opportunities are taken into consideration when screening applications.
- ✓ Nipissing First Nation members are encouraged to apply to all rounds of employment postings.
- ✓ As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

Miigwech to all applicants for their interest; however, only those selected for an interview will be contacted.