

## MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

**Title: MISD – Assisted Living / Elder’s Co-Ordinator**

**Department: Montana Integrated Human Services Department**

**Closes: UNTIL A SUITABLE CANDIDATE IS FOUND**

The MISD Assisted Living Home Maker/Elder’s Coordinator will report directly to the Integrated Health Services Manager of the Montana Integrated Service Delivery (MISD) and is responsible for providing NON medical home care support to members in the Assisted Living program and will play a critical role in the planning and delivery of programs and services for Elder’s, while maintaining strict compliance to Montana First Nation policies and procedures. Providing these services in an effective and efficient manner will ensure that the Department’s Programs are in the best interest of the Montana First Nation members and their families.

### **Duties and Responsibilities:**

1. Must perform minor routine light housekeeping restricted to the client’s immediate living area, including laundry, ironing and mending
2. Must learn, understand and implement the integrated service delivery model
3. Must work with clients with meal preparation and menu planning once a week, one meal a week
4. Must provide transportation (non medical) for clients which may include banking, shopping for essentials, etc.
5. Must provide short term respite care to clients
6. Must report on activities for each individual client
7. Must know and understand all policy areas, the program requirements and ensure proper procedures and protocols are adhered to as it relates to MISD/Home Care and program delivery
8. Must facilitate and promote effective communication of MFN and MISD programs and services to MFN Elder’s
9. Must maintain communication with MFN Elder’s to identify their needs and communicate back to the MISD team members
10. Must work with MISD team to develop programs and services for the MFN Elder’s and a work plan to execute these programs and services
11. Must serve as a point of contact for MFN Elder’s in terms of services that they may require
12. Must document MFN Elders’ services requests and forward to the MISD team or the appropriate department
13. Elders/Client intake, updating information after each interaction and working with MISD team to ensure MISD program delivery and services are consistent with program policies.
14. Must accurately document all interactions with Elders/Clients in the 360 software, and/or any other software MFN is using for case management and assistance with document completion
15. Must compile monthly activity reports that includes stats/data and forecast needs for future programs and services for Elder’s.
16. Must assist MISD team develop budgets for programs and services as needed
17. Must maintain reports and spreadsheets as requested and required as it relates to the MISD department
18. Any other related duties as assigned by the MISD Integrated Health Services Manager & the MISD Integrated Human Services Manager

### **Qualifications and Requirements:**

1. Must possess Secondary School Diploma or GED with 2 (two) year’s experience with a First Nation
2. College or Post-Secondary in Social Work an asset
3. Health Care Aide certification considered an asset
4. Must possess a valid Class 5 license
5. Knowledge of Elder care and support for the infirmed

Please send your **Cover Letter, Resume, Criminal Record Check, Child Welfare Check, Vulnerable Sector Check, Driver’s Abstract, and 3 Employment References** to:

HR Generalist – Montana First Nation  
PO Box 70, Maskwacis AB, TOC 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264  
Email: [ryanpotts@montanafirstnation.com](mailto:ryanpotts@montanafirstnation.com)

Montana First Nation thanks all interested applicants, but only those selected that meet the necessary criteria, will be contacted for an interview. Please provide all documents. The successful applicant will be required to submit a photocopy of Driver’s License and all documents of proof of Education. Thank you!