

MONTANA FIRST NATION EMPLOYMENT OPPORTUNITY

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

Department: Montana Integrated Health/Human Services Department

Closes: OCTOBER 30,2024

Montana First Nation is seeking a highly motivated individual to work in the Montana Integrated Service Delivery (MISD) as the MISD Assisted Living / Elder’s Co-Ordinator. The MISD Assisted Living / Elder’s Co-Ordinator will report to the Integrated Health & Human Services Managers 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.

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 facilitate and promote effective communication of MFN and MISD programs and services to MFN Elder’s
7. 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.
8. Must compile monthly activity reports that includes stats/data and forecast needs for future programs and services for Elder’s.
9. 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. Must possess a valid Class 5 license
3. Knowledge of the Cree language an asset
4. 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 Employment References** to:

HR Generalist – Montana First Nation
PO Box 70, Maskwacis AB, T0C 1N0 Phone: 780-585-3744 ext.247 Fax: 780-585-3264
Email: 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!