AOPFN EMPLOYMENT OPPORTUNITY

Home & Community Care Coordinator – RN

Department: Tennisco Manor

Supervisor: Tennisco Manor Supervisor

$70,000.00 - $77,267.00 annually - Based on Education & Experience

35 hrs/ week - Full-time Permanent

Deadline to Apply: Friday, November 27, 2026 at 4:00 p.m.

The Home and Community Care Coordinator (HCCC) works as part of the Health Services team to provide Registered Nurse (RN)-level nursing care and coordinate home and community care services. The HCCC collaborates with clients, families, healthcare providers, community partners, and other service providers to ensure safe, comprehensive, client-centred care that supports the health and well-being of community members.

DUTIES AND RESPONSIBILITIES:

- Provide client intake, client assessments, care planning and case management.
- Utilize approved assessments and ensure client consents.
- Provide client centered care and culturally safe services.
- Collect and analyze data.
- Develop and follow annual work plan and Service Delivery Plan.
- Provide referrals to other services providers such as physiotherapy, occupational therapy, home nursing, dementia care, personal care, light housekeeping, and home maintenance etc. to meet client needs.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Bachelor of Science in Nursing (BScN), Registered Nurse (RN) Diploma.
- Current membership and in good standing with the College of Nurses.
- Current certification in CPR and First Aid.
- Minimum of two (2) years of nursing experience, preferably working within a First Nation or Indigenous community.

CONDITIONS OF EMPLOYMENT:

- RNAO, with Professional Liability provided annually.
- Proof of memberships with CNO, provided annually.
- An acceptable Vulnerable Sector check
- Valid First Aid, CPR, AED, Health & Safety Worker certification
- Cultural Awareness Training and any other training deemed necessary

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:
Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, K0J 1X0

hr@pikwakanagan.ca
Subject Line: Home & Community Care Coordinator
Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.
Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:
a) the qualified indigenous person who is an Algonquin; then to,
b) the qualified indigenous person; then to,
c) the qualified non-indigenous candidate.
Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
  - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
  - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account
  (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
  - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.
AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.