

INVERNESS COUNTY HOME SUPPORT SOCIETY



JOB POSTING: Field Supervisor

LOCATION: Port Hood

CLOSING DATE: October 19, 2020

POSITION SCOPE:

Inverness County Home Support Society (ICHSS) is a private not-for-profit incorporated Agency with a mission to provide excellence in the delivery of Home Support Services throughout the County of Inverness. ICHSS delivers services on behalf of the Nova Scotia Continuing Care Program.

Inverness County Home Support Society is requesting applications for a Field Supervisor.

The Field Supervisor is responsible for the coordination and supervision of the delivery of services to clients which have been authorized by the Continuing Care Branch of the Nova Scotia Health Authority. In carrying out the duties of this position, the Field Supervisor works in close collaboration with the Agency Director, RN Supervisors, Schedulers, CCAs, clients and caregivers and all other members of the Continuing Care Team. The Field Supervisor is responsible for all day-day changes relating to staff and client scheduling, ensuring all clients are scheduled according to their authorized service. He or she is responsible for effective and timely communication to staff and clients and their families reflecting on-going changes to meet both client and staff needs. The Field Supervisor completes in-home supervisions and performance evaluations for designated staff.

He or she works collaboratively with RN Supervisors and Care Coordinators to address client issues and provides feedback concerning changes. The Field Supervisor plays a role to ensure contracted services are engaged in accordance with terms outlined in the care plan. Responsible for the duties associated with the maintaining accurate client and staff information in the scheduling software system.

QUALIFICATIONS:

The successful candidate must be innovative, well organized, self-motivated and a team player. You must have demonstrated ability to multi-task, meet deadlines and have a strong attention to detail. You must also have strong interpersonal skills to build and maintain relationships with all members of the management team and staff as well as clients, caregivers, and other members of the Continuing Care Team. Knowledge of the Nova Scotia Continuing Care Program and experience in a similar role is an asset.

Preference will be given to those with work experience in a supervisory role as well as related experience in the health care field.

Please apply in writing, send your resume to:

Inverness County Home Support Society

Angie MacEachern, Agency Director

P.O. Box 100

Port Hood, N.S.

B0E 2W0

or Fax (902)-787-2626

or email: amaceachern@ichss.ca

Only candidates that meet the above requirements and are selected for an interview shall be notified.