



Job Posting

Tribal Home and Community Care and Foot Care Manager

About SERDC:

Southeast Resource Development Council (SERDC) is a dynamic Indigenous-led non-profit organization that focuses on the needs of our member communities. We strive to make a meaningful impact by supporting our people through on and off-reserve programs and services.

We serve eight member communities consisting of Berens River First Nation, Brokenhead Ojibway Nation, Bloodvein River First Nation, Black River First Nation, Hollow Water First Nation, Little Grand Rapids First Nation, Pauingassi First Nation and Poplar River First Nation.

What we offer:

- Comprehensive benefits package
- Pension
- Support work-life balance, including personal days, cultural leave, sick time, and a minimum of three weeks' vacation

Conditions of Employment:

- Must produce a satisfactory Criminal Record Check (including Vulnerable Sector Search).
- Must produce a satisfactory Child Abuse Registry Check.
- Must produce a satisfactory Adult Abuse Registry Check.

Salary commensurate with experience.

SERDC recognizes the importance of building an exemplary service delivery organization. We are committed to employment equity, diversity, and inclusion, and are proud to support career opportunities for Indigenous peoples to reflect the communities we serve.

Preference will be given to qualified SERDC community members or First Nation applicants who voluntarily self-declare in their application.

***Reasonable accommodation is available upon the applicant's request. ***

We thank all applicants for their interest in this position; however, we will only be contacting candidates selected for interviews.

Closing Date: all applications must be received by **January 5th, 2026, at 4:00PM**

How to Apply: Apply on our website and specify the position of interest <https://serdc.mb.ca/careers>.

Job title	Tribal Home and Community Care and Foot Care Manager
Reports to	Director of Clinical Services
Division	Health Clinical Services
Review Date	December 2, 2024

Job Purpose

Reporting to the SERDC Director of Clinical Services, the Tribal Home and Community Care and Foot Care Manager (THCCFCM) will support and collaborate with all SERDC community home care programs, including health program staff and other stakeholders in partnership with communities by ensuring community-based care programming meets quality standards. Providing advisory and clinical support to the community-based programs where the Case Management approach is used to ensure clients and communities are at the center of care and service planning.

The THCCFCM works with communities in developing comprehensive home and community care services that respect traditional, holistic, and contemporary approaches to healing and wellness. These services assist people who have chronic and acute illnesses and receive the care they need in their home and community. Care provided in these familiar settings allows First Nations people to be close to their loved ones as long as possible and to keep their independence.

The THCCFCM will ensure up to date policy files, manuals, and materials; maintain reporting requirements and resources. THCCFCM will be required to develop review and revise technical documents; support and evaluate the Tribal Home Care program through a quality improvement lens as per accreditation standards.

The THCCFCM will also oversee the Tribal Foot Care Program such as program development, and supervision of the Tribal Foot Care Nurses which will entail annual employee evaluations, HR needs, etc. In addition, providing foot care services when necessary to ensure actionable steps are taken to ensure continuity of foot care services.

Duties and Responsibilities

1. Program Support and Development

- Provide consultation and recommendations of processes to support the delivery of primary and second level services and activities required for the operation and safe delivery of Home & Community Care services to First Nations.
- Provide leadership in the development, implementation and evaluation of strategies to promote health and prevent illness and injury, work with inter-professional teams, other health-care providers/sectors and community members.
- Support the SERDC member communities in the ongoing development and delivery of the Home and Community Care Programs that can include but not limited to the following key activities:

- Assist community groups in the planning and development of their Home & Community Care proposals such as palliative care, home care plans, training plans, capital plans and as requested.
- Coordinate and participate in the development of training plans and make recommendations based on community needs.
- Responsible for the on-going monitoring and support of community home care programs continuing progress through community visits, meetings, and workshops.
- Support each community with mandatory reporting requirements as needed.
- Orientate First Nations to the responsibilities and requirements of the contribution agreement for the Home & Community Care Program, including goals, objectives, financial controls and reports.
- Participate in all planning and implementation and regional committee meetings to report on project status and/or any special circumstances happening in the Tribal Council area.
- Collaborate and network with representatives of the various federal departments, provincial governments, professional associations and other non-government organizations for the purposes of a single-window access to all continuing care services, i.e. ISC.
- Facilitate networking and collaborative training for capacity building and professional development with home and community care program nurses, coordinators and allied staff.
- Analyze and interpret regional, provincial, health, environmental, and social trends, with a view to contributing to the planning, implementation, and evaluation of Home & Community Care policies and programs for the Manitoba Region.
- To assist, and participate in the development of any capital, training, planning, implementation, and evaluation plans for the region.
- Create/develop a comprehensive communication plan that promotes effective working relationships throughout the process at the regional, provincial, tribal council and community levels.
- Collaborate with key health services personnel in First Nations & Inuit Health for the purposes of program planning, monthly reporting, and evaluation of other program issues in the Home & Community Care Program.

2. Employee Mentorship and Support

- Provide mentorship and foster a supportive environment by identifying training opportunities, addressing skill gaps, and encouraging continuous professional growth.
- Conduct annual employee evaluations for direct reports to assess performance, identify strengths, and address areas for improvement.
- Oversee and coordinate work schedules to ensure efficient service delivery.

3. Quality Assurance and Risk Management

- Strategy for ensuring quality care that includes client satisfaction, scope of practice, and accreditation process.
- Monitoring of liability issues as they may relate to occupational health, risk management of client care services within the community.

4. Administrative

- Maintains appropriate file systems and records with guides and indexes, including computer records, back-up files, etc.
- Ensure deadlines/timelines are met in a timely manner, this includes preparation of reports for funder(s) and liaise with referring sources as requested and required.
- Maintain program statistics for purposes of evaluation and research.
- Participate in internal/external meetings as required and identified by immediate supervisor.

5. Professional Standards and Compliance

- Maintain/renew professional license according to expectations of the College of Registered Nurses of Manitoba.
- Adhere to SERDC policies and ensure compliance with regulatory standards.

6. Other related duties as assigned by your supervisor and the Leadership of SERDC.

Qualifications/Skills

Education / Certifications / Designations

- Bachelor's Degree in Nursing is required;
- Current registration, in good standing with the College of Registered Nurses of Manitoba (CRNM)
- Abides by the Canadian Nurses Association Code of Ethics for Registered Nurses.

Knowledge, Skills and Experience

- 2-3 years clinical nursing experience, preferably in a Northern clinic or related health care setting is required.
- An acceptable equivalent combination of education and experience may be considered/determined by SERDC.
- Preference will be given to applicants competent in an Indigenous language, familiarity with the environment of SERDC communities - culture/values/traditions and living conditions is required.
- Supervisory experience in a similar role.
- Demonstrated effective communication skills in verbal and written forms, skillful to foster inter-personal relationships including effective negotiation, conflict resolution, and problem-solving, decision-making, and group facilitation skills.
- Knowledge of culture, traditions, attitudes and socio-economic conditions of the First Nations communities
- Knowledge of population health and First Nations perspective on health and wellness
- In-depth knowledge of First Nations health and wellness system needs
- Knowledge in home & community care planning, programming, and community development knowledge.
- Knowledge of scope of practice issues, liability, and standards of the nursing profession.

- Knowledge of other links with the HCCP, i.e., Aboriginal Diabetes Initiative (ADI) strategy; ISC's In-Home Care Program.
- Must have strong written communication skills with the ability to prepare individual support plans for community members and coordinate the implementation of client program plans.
- Attention to detail and strong interpersonal skills
- Ability to establish priorities, work and solve problems independently, and proceed with objectives without supervision
- Proficient with computers, software programs, and applications such as MS Office, telehealth, EMR, etc.
- Competency in managing technology related to health and healthcare systems.
- Strong leadership, critical thinking, and change management skillset.
- Capable to adapt quickly to changing situations with the ability to function in a demanding and stressful environment.
- Adheres to the scope of practice as documented in the Regulated Health Professions Act (RHPA).
- Knowledgeable of Regional/Facility/Unit policies, procedures, protocols, and guidelines.
- Knowledgeable of legislation: Personal Health Information Act (PHIA), Protection of Persons in Care Act, Mental Health Act, Workplace Hazardous Material Information System (WHMIS), Principles of Routine Practices (Universal Precautions) as well as other pertinent legislated acts.

Working Conditions

- Work in an office and in the partnership community's health centres.
- Travel to the communities frequently and as requested.
- Pro-active work environment in collaboration with the Accreditation Coordinator and community health directors.
- Works within the SERDC employment policy framework and respects each community's protocols.
- May be required to work on special projects as assigned.
- Standard 40-hour work week.
- Additional hours beyond the standard regular hours of work may be required at times.
- Any work conducted after regular standard working hours will be banked at straight time. Banked time will be taken off in lieu of.
- Travel - by all forms of transportation, to remote and northern First Nation communities in MB.
- Provide clear criminal record check every 3 years.
- Provide clear child and adult abuse registry check every 3 years.
- Current and valid MB Driver's License with accessibility to a reliable insured vehicle.
- May be exposed to high crime areas within the service area community.
- Exposure to weather and temperature extremes.
- Exposure to indoor office florescent lights.
- Exposure to computer monitor throughout the course of the day.

- Willingness and ability to work in a self-paced environment while maintaining strong, positive relationships with other members of the SERDC organization and its communities.

Physical Requirements

- This job is generally not physically demanding however, some small lifting of office supplies and presentation materials may be required.
- This position may also do repetitive tasks with few breaks and focus for long hours at computer screen.
- Capability to lift at least 50lbs.
- May be required to stand or sit for prolonged time.