

MATAWA FIRST NATIONS MANAGEMENT



Job Description Transitions to Care Coordinator

Revised Nov 29-2024

PURPOSE OF THE POSITION

The Ministry of the Solicitor General (SolGen) funded a joint proposal from the Indigenous Primary Health Care Council (IPHCC) and the Alliance for Healthier Communities (Alliance) which led to a partnership with SolGen, the Ministry of Health, and Ontario Health to develop a Provincial & Local Transitions in Care framework to connect Black, and First Nation, Inuit, and Metis (FNIM) individuals being released from correctional facilities to timely, safe, and culturally appropriate primary health care.

This framework will address the lack of formal pathways for transitions in healthcare upon release from correctional institutions and will address the following:

- Access to timely, safe, and culturally appropriate primary health care services
- Sharing of medical information
- Continuity of medication and treatment
- Referrals are in place for complex healthcare needs
- Health care related discharge planning is facilitated in a timely and appropriate way
- Providing healthcare networks with resources (including education and training) to better support the needs of the formerly incarcerated population

SCOPE

Reporting to the Political Advisor, the Transitions to Care Coordinator's primary responsibility will be the implementation of the Transitions in Care framework that aims to provide an interconnected, continuum of care approach for streamlining community health services for identified individuals recently discharged from provincial correctional facilities. The successful candidate will liaise with incarcerated individuals and a network of local health care services, to ensure that these individuals have a healthcare reintegration plan with a focus on quality, equitable access, and culturally safe care.

The successful candidate is expected to uphold principles of dignity, advocacy, and empowerment for their identified clients and their healing journeys by supporting with their transition from correctional facilities back to their home community, ensuring a solid connection to appropriate, wraparound, community-based primary healthcare services.

The Transitions to Care Coordinator will work with the Transitions in Care project team (Anishnawbe-Mushkiki, DILICO, Matawa and the Indigenous Primary Care Health Council) to enhance the development, design, and evaluation of the Transitions in Care framework via needs assessment, gap analyses, identifying barriers and establish a metric to measure continuum of care successes and challenges.

RESPONSIBILITIES

Community Service:

- Liaising with incarcerated individuals, local and provincial system partners in primary health care, social services, and the provincial justice system.
- Providing community healthcare staff with appropriate referrals to ensure effective continuum of care for individuals being released from incarceration.
- Providing referrals to culturally appropriate local community programs and services, including coordinating with Indigenous Elders and/or Knowledge Keepers.
- Facilitating early engagement and developing health care plans through advocacy and proper discharge planning for transitioning from incarceration to a home environment.
- Maintaining accountability to the client to ensure follow-through on referrals.
- Identifying barriers to client health care and supporting clients' access to the services needed to achieve optimal outcomes (barriers may include issues related to social determinants of health).
- Meeting with clients in institutions, if necessary, to provide information regarding available services, help complete forms, and support preparing release plans.
- Contributing to foster positive working relationships between health care services and corrections services teams.
- Maintaining confidentiality under Personal Health Information Protection Act.

Project Development:

- Maintaining current and accurate reports to support accountability requirements to the organization, funders, and community (including tracking established program indicators).
- Working with the Transitions in Care project team, provincial Community Reintegration Planning Tables, the Provincial Indigenous Integrated Health Hub, and/or Ontario Health Teams, Ministry of Solicitor-General, where appropriate, to establish a monitoring framework to measure successes and challenges (i.e., through needs assessments and gap analyses).
- Identifying failure rates, recidivism rates, and challenges once processes are established .
- Understanding awareness of policy compliance requirements and health care pathways to address barriers.
- Monitoring and coordinating the progress of clients to ensure the timely completion of required outcomes and performance.
- Proactively make recommendations regarding how to address gaps.
- Participating in ongoing professional development and training relevant to job requirements.

QUALIFICATIONS, SKILLS AND ABILITIES

- 5+ years of experience working with vulnerable and/or racialized groups, including Black and Indigenous peoples.
- Understanding of Black and/or Indigenous culture, values, and perspectives.
- Understanding the lived experience of the clients being served is an asset.
- Knowledge and awareness of primary health care, mental health supports, and treatment organizations located within the region.
- Knowledge of justice, reintegration, and rehabilitation programs is an asset.
- Knowledge of Ontario's healthcare system, an asset.
- Knowledge and understanding of healthcare quality improvement and process mapping is an asset.
- Ability to work under pressure and adapt to a changing environment.
- Ability to monitor and analyze data.
- Ability to multitask among several competing priorities.
- Excellent advocacy and empowerment skills.
- Excellent communication, organizational, planning and computer skills.
- Positive attitude and capacity to act as a healthy lifestyle role model.
- High confidentiality standards and ability to exercise sound judgment.
- Commitment to adapt to specific job requirements as the continuum of care within the project evolves.
- Commitment to ongoing training and professional development relevant to job requirements.
- Understanding of health information systems (EMR, OCEAN, e-referral, e-consult) is an asset.

Other Requirements:

- Must hold a valid driver's license and have a clean driver abstract.
- Must have an acceptable criminal record check (clear CPIC record) and current child welfare intervention check.
- Ability to work evenings and weekends, as needed.
- Ability to travel when required.

WORKING CONDITIONS

Physical Demands

The Transitions to Care Coordinator, while performing their duties, will typically be in an office setting and will have to travel throughout the region in all weather conditions. They may have to lift, carry and manage equipment and supplies. They may have to work odd, long hours or overtime as required to complete requests or projects. The Transitions to Care Coordinator may have to spend long hours sitting and using office equipment, computers and attending meetings in institutions and communities.

Environmental Conditions

The Matawa building may be a busy facility. The Transitions to Care Coordinator may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Transitions to Care Coordinator may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. Given the Traditional practices of Indigenous peoples, exposure to smoke from the burning of sacred medicines (tobacco, sweet grass, sage or cedar), may occur.

Sensory Demands

The Transitions to Care Coordinator is required to operate a computer for long periods of time. Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches.

Mental Demands

The Transitions to Care Coordinator will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

 Employee Signature	 Supervisor's Title
 Printed Name Date	 Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
 Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.