

Home and Community Care Support Services North East offers a wide-range of quality healthcare services and resources to support people of all ages at home, school or in community. In addition to planning, delivering and coordinating care for thousands of people each day in Northeastern Ontario, we also manage eligibility and admissions to long-term care homes, short stay respite, assisted living, and adult day programs. We need caring, motivated people who are driven to help others and make difference in their community, to join our multidisciplinary team.

We have the following permanent, full-time position now available:

Finance and Contract Advisor

Location: Any Home and Community Care Support Services North East Office

Job Posting #052-23

The Finance and Contract Advisor will be the primary resource to Home and Community Care Support Services programs for finance and contract functions. The role will focus on supporting newly implemented Home and Community Care priorities and programs such as the Family Managed Home Care (FMHC) program.

KEY ACCOUNTABILITIES:

- Provides financial and contract information and guidance to identified patients/Substitute Decision Makers (SDMs) regarding newly implemented Home and Community Care priorities, such as the FMHC program.
- Reviews FMHC agreement with each patient/SDM to ensure understanding of different requirements;
- Provides education and training to patient/SDM regarding FMHC agreement, onboarding, funding, reporting processes and ensuring they receive prompt reimbursement for services that are compliant with the Home and Community Care agreement and the relevant policies and directives of Home and Community Care Support Services North East;
- Reviews approved FMHC budget plan with patient/SDM to ensure information is complete and accurate;
- Prepares and sends appropriate correspondence to patient/SDM ensuring confidentiality;
- Participates as part of a larger Home and Community Care team in determining patient's/SDM's ability to manage responsibilities of Home and Community Care, in conjunction with a Care Coordinator and other Home and Community Care programs as appropriate;
- Coordinates completion of agreements within Contracts portfolio;

- Monitors receipt of required onboarding documents, confirms accuracy of information and follows up with patient/SDM as required;
- Interacts directly with patient/SDM in order to maintain regular communication to those in receipt of funds;
- Reviews reports, validates funding is used appropriately and resolves any differences with patient/SDM;
- Reconciles payments to patient/SDM budget based on invoices received;
- Ensures that regular payments are processed as per FMHC agreement and budget;
- Develops and maintains required necessary financial reports/statistics;
- Investigates anomalies and other inconsistencies, and escalates issues on a proactive basis to the appropriate area;
- Notifies management of error trends where appropriate;
- Maintains detailed filing system for audit, and is compliant with records management policy of the organization;
- Liaises with other departments as required to resolve issues;
- Participates in ongoing development of various Home and Community Care programs providing financial and budgetary advices and assistance;
- Participates in presentations regarding various Home and Community Care programs including FMHC.

POSITION REQUIREMENTS:

- Extensive experience in business administration, bookkeeping, accounting, and records management;
- Demonstrated ability to work collaboratively to achieve goals;
- Demonstrated ability to organize/prioritize work appropriately;
- Ability to work in a fast-paced and deadline-driven environment, with frequent changes and interruptions;
- Demonstrated ability to prepare and effectively communicate financial information;
- Ability to communicate and explain complex finance and contract information to patients/SDMs;
- Ability to collaborate with Home and Community Care internal and external partners as well as Home and Community Care Support Services North East staff at all levels and identify problems, handle complaints, and suggest changes to current practices and procedures;
- Ability to handle sensitive and confidential information, deal with complex issues, exercise diplomacy and discretion;
- Excellent customer service skills;
- Self-starter with a commitment to learning;
- Proven proficiency with Microsoft spreadsheet and word-processing programs;

- Must have a valid driver's license and access to a reliable vehicle, as some travel may be required;
- Advanced oral and written proficiency in both English and French is required.

SALARY: Commensurate with qualifications and experience and subject to job evaluation.

Should you be interested in applying for this exciting career opportunity, please forward your cover letter and resume via email to necareers@hccontario.ca by **4:30 p.m. February 14, 2023**.

Please reference job posting #052-22 when applying.

For more information on Home and Community Care Support Services North East, please visit us at <http://healthcareathome.ca/northeast>.

Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.

Home and Community Care Support Services North East is an equal opportunities employer and welcomes applications from all suitably qualified persons. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Home and Community Care Support Services has implemented a mandatory vaccination policy across the province that requires all staff to be fully vaccinated against COVID-19. Applicants being considered for employment will be required to provide proof of vaccination documentation confidentially to Human Resources upon hire. Any medical or human rights exemption requests will be reviewed and validated prior to an offer of employment.