

**HOME CARE COORDINATOR  
Training Needs Assessment Evaluation Form**

**Personal/Position Information**

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

Community: \_\_\_\_\_

Region: \_\_\_\_\_

# HOME CARE COORDINATOR

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																				
<b>1. Home Care Programs</b>	<b>A. Administer home care program</b>	1.A.1 Ensure that home care is provided according to relevant policies, procedures and regulations	1.A.2 Ensure that care is provided in a caring and respectful manner	1.A.3 Monitor tasks of Home Care Workers	1.A.4 Monitor supplies and resources	1.A.5 Discuss concerns with supervisor	1.A.6 Maintain confidential home care patient files															
		P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	
		1.A.7 Prepare confidential home care reports and statistics	1.A.8 Identify persons requiring home care	1.A.9 Identify client needs	1.A.10 Ensure applicants for program meet stated requirements	1.A.11 Establish waiting list for home care	1.A.12 Schedule Home care Workers															
		P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	
		1.A.13 Access special equipment																				
P	S																					
<b>B. Coordinate community resources and supports</b>		1.B.1 Coordinate care with other agencies	1.B.2 Provide information to other agencies and health professionals as appropriate	1.B.3 Consult with family members and other supports to ensure on-going care	1.B.4 Encourage families to be involved in client care	1.B.5 Liaise with family, medical and other personnel and resources	1.B.6 Advocate on behalf of clients															
		P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	
		Training Requested?																				

# HOME CARE COORDINATOR

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill
<b>1. Home Care Programs cont'd</b>	<b>B. Coordinate community resources and supports cont'd</b>	1.B.7 Educate clients, families and community members on the Home care program P <input type="checkbox"/> S <input type="checkbox"/>
		1.C.1 Provide Home Care to elders, disabled persons and others in the community P <input type="checkbox"/> S <input type="checkbox"/>
		1.C.2 Provide general housekeeping services P <input type="checkbox"/> S <input type="checkbox"/>
<b>1. Home Care Programs cont'd</b>	<b>C. Deliver the home care program</b>	1.C.3 Assist clients with personal hygiene P <input type="checkbox"/> S <input type="checkbox"/>
		1.C.4 Deliver the Meals on Wheels Program P <input type="checkbox"/> S <input type="checkbox"/>
		1.C.5 Transport home care patients to appointments and activities P <input type="checkbox"/> S <input type="checkbox"/>
<b>1. Home Care Programs cont'd</b>	<b>C. Deliver the home care program</b>	1.C.6 Assist clients with exercise, physiotherapy and other medical plans P <input type="checkbox"/> S <input type="checkbox"/>
		1.C.7 Monitor client's blood pressure and other physical conditions P <input type="checkbox"/> S <input type="checkbox"/>
		1.C.8 Follow medical instructions carefully and consistently P <input type="checkbox"/> S <input type="checkbox"/>
<b>2. Financial Management</b>	<b>A. Prepare budgets and conduct financial planning</b>	2.A.1 Perform cost benefit analysis P <input type="checkbox"/> S <input type="checkbox"/>
		2.A.2 Estimate areas of revenue P <input type="checkbox"/> S <input type="checkbox"/>
		2.A.3 Estimate expenditures P <input type="checkbox"/> S <input type="checkbox"/>
<b>2. Financial Management</b>	<b>A. Prepare budgets and conduct financial planning</b>	2.A.4 Forecast cash flows P <input type="checkbox"/> S <input type="checkbox"/>
		2.A.5 Allocate funds to program activity P <input type="checkbox"/> S <input type="checkbox"/>
		2.A.6 Prepare draft budgets P <input type="checkbox"/> S <input type="checkbox"/>

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Major Category	Skill	Subskill															
<b>2. Financial Management cont'd</b>	<b>A. Prepare budgets and conduct financial planning cont'd</b>	2.A.7 Submit budget for approval	2.A.8 Implement budgets	2.A.9 Review budgets	2.A.10 Conduct analysis	2.A.11 Adjust budget estimates	2.A.12 Amend quarterly budget										
		P		S		P		S		P		S		P		S	
		2.A.13 Perform cost benefit analysis	2.A.14 Estimate areas of revenue	2.A.15 Estimate expenditures	2.A.16 Forecast cash flows	2.A.17 Allocate funds to program activity	2.A.18 Prepare draft budgets										
		P		S		P		S		P		S		P		S	
		2.A.19 Submit budget for approval	2.A.20 Implement budgets	2.A.21 Review budgets	2.A.22 Conduct analysis	2.A.23 Adjust budget estimates	2.A.24 Amend quarterly budget										
		P		S		P		S		P		S		P		S	
		2.A.25 Develop remedial action plan	2.A.26 Implement corrective action	2.A.27 Monitor and control costs													
		P		S		P		S									
	<b>B. Research additional funding</b>	2.B.1 Identify funding sources	2.B.2 Administer funds	2.B.3 Review funding options	2.B.4 Write funding proposals	2.B.5 Assist with grant applications and proposals											
Training Requested?		P		S		P		S		P		S		P		S	

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Major Category	Skill	Subskill																		
<b>2. Financial Management cont'd</b>	<b>C. Prepare financial reports</b>	2.C.1 Prepare variance reports	2.C.2 Report to funding agencies	2.C.3 Review quarterly variance reports	2.C.4 Submit report to council for approval															
	Training Requested?	P	S	P	S	P	S	P	S											
<b>3. Executive Functions/Council Support</b>	<b>A. Coordinate Meetings</b>	3.A.1 Report to Council on general operations	3.A.2 Present management reports	3.A.3 Report to Council on general operations	3.A.4 Present management reports															
	Training Requested?	P	S	P	S															
	<b>B. Implement Band Council Resolutions</b>	3.B.1 Implement Band Council Resolutions																		
	Training Requested?	P	S																	
	<b>C. Provide Support to Chief and Council</b>	3.C.1 Prepare briefing notes, positions	3.C.2 Prepare discussion papers	3.C.3 Provide advice to chief and council	3.C.4 Make recommendations to council	3.C.5 Seek legal interpretation and advice	3.C.6 Draft policies and guidelines													
	Training Requested?	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	
		3.C.7 Demonstrate awareness of traditional law and customs	3.C.8 Liaise with designated orgs. and agencies	3.C.9 Assist with setting goals and objectives	3.C.10 Prepare decision summaries	3.C.11 Provide advice on policy, procedures and bylaws	3.C.12 Assist in defining goals and objectives													
	Training Requested?	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	P	S	

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Major Category	Skill	Subskill											
<b>3. Executive Functions/Council Support cont'd</b>	<b>D. Ensure compliance</b>	3.D.1 Identify applicable legislation	3.D.2 Demonstrate familiarity with applicable legislation	3.D.3 Comply with applicable legislation	3.D.4 Comply with policies and procedures	3.D.5 Prepare decision summaries	3.D.6 Identify applicable legislation						
		P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>								
	Training Requested?	<input type="checkbox"/>											
		3.D.7 Demonstrate familiarity with applicable legislation	3.D.8 Comply with applicable legislation	3.D.9 Comply with policies and procedures									
		P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>									
	<b>E. Possess knowledge of council systems</b>	3.E.1 Possess knowledge of Council systems	3.E.2 Possess knowledge of committee systems										
		P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>										
<b>4. Maintain workplace safety</b>	<b>A. Practice Workplace Health and Safety</b>	3.A.1 Adhere to occupational health and safety regulations	3.A.2 Assess workplace hazards	3.A.3 Maintain CPR and First Aid certification	3.A.4 Maintain minimum housekeeping standards	3.A.5 Possess knowledge of emergency response procedures	3.A.6 Safely store chemicals						
		P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>					
	Training Requested?	<input type="checkbox"/>											
<b>5. Perform Administrative Functions</b>	<b>A. Conduct Planning</b>	5.A.1 Provide assistance and advice with strategic planning	5.A.2 Set objectives	5.A.3 Develop forecasts	5.A.4 Track and analyze historical data	5.A.5 Provide assistance and advice with strategic planning	5.A.6 Set objectives						
		P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>	P <input type="checkbox"/> S <input type="checkbox"/>							
	Training Requested?	<input type="checkbox"/>											

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Major Category	Skill	Subskill																		
<b>5. Perform Administrative Functions cont'd</b>	<b>A. Conduct Planning cont'd</b>	5.A.7 Develop forecasts	5.A.8 Track and analyze historical data																	
	Training Requested?	P	S	P	S															
	<b>B. Participate in risk management planning</b>	5.B.1 Assess risk	5.B.2 Manage risk	5.B.3 Review insurance coverage	5.B.4 Implement loss control system	5.B.5 Address liability issues														
	Training Requested?	P	S	P	S	P	S	P	S	P	S									
	<b>C. Provide Information Management</b>	5.C.1 Keep daily reports	5.C.2 Track data using computer software applications	5.C.3 Generate activity reports for clients and council																
Training Requested?	P	S	P	S	P															
<b>D. Maintain Inventories</b>	5.D.1 Maintain stock inventory	5.D.2 Take inventory																		
Training Requested?	P	S	P	S																
<b>E. Schedule work</b>	5.E.1 Develop work plans, strategies and contingencies	5.E.2 Follow work plans	5.E.3 Organize tasks	5.E.4 Coordinate staff and contractor	5.E.5 Monitor results	5.E.6 Evaluate results														
Training Requested?	P	S	P	S	P	S	P	S	P	S	P	S	P	S						

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Major Category	Skill	Subskill												
<b>6. Technical Skills</b>	<b>A. Possess Computer Skills</b>	6.A.1 Use word processing software programs	6.A.2 Use spreadsheet software programs	6.A.3 Use database software programs	6.A.4 Use utility software programs	6.A.5 Operate e-mail and Internet	6.A.6 Use presentation programs							
		P	S	P	S	P	S	P	S	P	S	P	S	
	Training Requested?													
<b>6. Technical Skills</b>	<b>A. Possess Computer Skills</b>	6.A.7 Use word processing software programs	6.A.8 Use spreadsheet software programs	6.A.9 Use database software programs	6.A.10 Use utility software programs	6.A.11 Operate e-mail and Internet	6.A.12 Use presentation programs							
		P	S	P	S	P	S	P	S	P	S	P	S	
	Training Requested?													
<b>6. Technical Skills</b>	<b>B. Practice technical skills</b>	6.B.1 Ability to read manuals and instructions	6.B.2 Ability to complete basic reports	6.B.3 Ability to deal with severe weather conditions										
		P	S	P	S	P	S							
	Training Requested?													
<b>7. Human Resource Management</b>	<b>A. Hire staff</b>	7.A.1 Provide advice and assistance with developing human resource plans	7.A.2 Provide advice and assistance with developing job descriptions	7.A.3 Provide advice and assistance with staff recruitment	7.A.4 Participate in applicant interviews	7.A.5 Assist with selection of staff								
		P	S	P	S	P	S	P	S	P	S			
	Training Requested?													



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Major Category	Skill	Subskill												
7. Human Resource Management cont'd	<b>B. Supervise staff</b>	7.B.1 Provide staff leadership and motivation	7.B.2 Conduct tailgate and staff meetings	7.B.3 Provide direct supervision	7.B.4 Provide staff orientations	7.B.5 Delegate tasks	7.B.6 Schedule staff activities							
		Training Requested?	P	S	P	S	P	S	P	S	P	S	P	S
			7.B.7 Ensure task completions	7.B.8 Monitor staff performance	7.B.9 Be aware of drug and alcohol issues	7.B.10 Conduct performance reviews	7.B.11 Recommend disciplinary actions	7.B.12 Recommend staff promotions and terminations						
			P	S	P	S	P	S	P	S	P	S	P	S
		<b>C. Develop staff</b>	7.C.1 Develop skills and competencies	7.C.2 Identify training needs	7.C.3 Provide training and development opportunities	7.C.4 Conduct training sessions and workshops	7.C.5 Provide on-the-job training							
			Training Requested?	P	S	P	S	P	S	P	S	P	S	
	<b>D. Work in a team environment</b>	7.D.1 Work cooperatively with others	7.D.2 Oversee casual employees											
		Training Requested?	P	S	P	S								
	<b>E. Administer personnel policies</b>	7.E.1 Administer personnel policies	7.E.2 Comply with collective agreements	7.E.3 Participate in grievance process										
		Training Requested?	P	S	P	S	P	S						

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Major Category	Skill	Subskill																
8. <b>Communication</b>	<b>A. Use Effective Communication</b>	8.A.1 Read and comprehend business documents	8.A.2 Write clearly and concisely	8.A.3 Practice listening skills	8.A.4 Speak effectively	8.A.5 Make presentations	8.A.6 Demonstrate negotiation skills											
	Training Requested?	P	S	P	S	P	S	P	S	P	S	P	S					
	<b>B. Maintain public relations</b>	8.B.1 Maintain customer service	8.B.2 Assist with community events	8.B.3 Liaise with community organizations and agencies														
	Training Requested?	P	S	P	S	P	S											
	<b>C. Provide information</b>	8.C.1 Provide education about programs and services	8.C.2 Develop information pamphlets and brochures	8.C.3 Perform public speaking duties	8.C.4 Perform public relations duties													
	Training Requested?	P	S	P	S	P	S	P	S									
9. Legislation	<b>A. Comply with policies and regulations</b>	9.A.1 Comply with territorial acts and regulations	9.A.2 Comply with federal acts and regulations	9.A.3 Comply with municipal acts and regulations	9A.4 Comply with council resolutions and policies	9.A.5 Seek legal interpretation and advice	9.A.6 Research legislation to develop policies or bylaws											
	Training Requested?	P	S	P	S	P	S	P	S	P	S	P	S					
		9.A.7 Draft policies procedures and by-laws																
		P	S															

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Major Category	Skill	Subskill																																	
<b>10. Professionalism</b>	<b>A. Demonstrate good work habits</b>	10.A.1 Manage stress	10.A.2 Take direction	10.A.3 Motivate self	10.A.4 Demonstrate dependability and accountability	10.A.5 Maintain confidentiality	10.A.6 Make decisions	P		S		P		S		P		S		P		S		P		S		P		S					
		Training Requested?																																	
		10.A.7 Manage time	10.A.8 Demonstrate willingness to perform alternate duties as required	10.A.9 Demonstrate punctuality	10.A.10 Demonstrate flexibility	10.A.11 Demonstrate organizational abilities	10.A.12 Work with minimal supervision	P		S		P		S		P		S		P		S		P		S		P		S		P		S	
	10.A.13 Meet deadlines	10.A.14 Employ analytical skills	10.A.15 Demonstrate responsibility	10.A.16 Be a team player			P		S		P		S		P		S																		
	<b>B. Possess cultural and political knowledge</b>	10.B.1 Practice cross cultural skills	10.B.2 Be familiar with political situation	10.B.3 Demonstrate awareness of traditional knowledge	10.B.4 Possess knowledge of community			P		S		P		S		P		S		P		S													
		Training Requested?																																	
		10.C.1 Accept change	10.C.2 Adapt to situations	10.C.3 Compromise	10.C.4 Separate personal and professional life	10.C.5 Pursue personal and professional development	10.C.6 Demonstrate patience	P		S		P		S		P		S		P		S		P		S		P		S		P		S	
	Training Requested?																																		

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Major Category	Skill	Subskill												
<b>10. Professionalism cont'd</b>	<b>C. Demonstrate positive personal attributes and ethical behaviour cont'd</b>	10.C.7 Maintain a positive attitude	10.C.8 Demonstrate honesty	10.C.9 Possess sense of humour										
		P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>D. Respect self and others</b>	10.D.1 Display tact	10.D.2 Cooperate with others	10.D.3 Respond positively to others	10.D.4 Demonstrate diplomacy	10.D.5 Demonstrate compassion	10.D.6 Demonstrate courtesy							
		P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>
<b>E. Demonstrate leadership skills</b>	<b>E. Demonstrate leadership skills</b>	10.E.1 Demonstrate fair, equitable and consistent behaviour	10.E.2 Demonstrate accessibility	10.E.3 Delegate	10.E.4 Demonstrate awareness of relevant trends and decisions	10.E.5 Act as a role model	10.E.6 Resolve conflicts							
	Training Requested?	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	
	<b>E. Demonstrate leadership skills</b>	10.E.7 Apply innovative thinking	10.E.8 Seek professional and technical advice	10.E.9 Be assertive										
	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	P <input type="checkbox"/>	S <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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**Comments:**

1. Supervisor's comments

2. Expectations for the coming year/work plan

# HOME CARE COORDINATOR Training Needs Assessment Evaluation Form

3. Employee goals and objectives

4. Career Goals

# HOME CARE COORDINATOR Training Needs Assessment Evaluation Form

5. Recommended training

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6. Employee Comments

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Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: