



JOB POSTING

Residential Care Coordinator

Full Time, Permanent

Margaret Bahen Hospice, a part of the Better Living family, has an opening for the position of Residential Care Coordinator. The successful candidate will be responsible for managing the referral and admissions process for Margaret Bahen Hospice. This includes working collaboratively with referral partners, conducting the initial assessment of Resident and Caregiver eligibility and needs, working with the healthcare team to plan for admission to the hospice, and coordinating ongoing services to meet the psychosocial needs of the Resident and their Caregivers.

The position will report directly to the Director of Care, Margaret Bahen Hospice.

The successful candidate for this position must possess the following qualifications:

- Registered Nurse (RN) or Registered Practical Nurse (RPN) in good standing with the College of Nurses of Ontario.
- Minimum of 2 years' experience working with vulnerable or high risk populations in a healthcare environment.
- Preference given to individuals with knowledge of and/or experience in palliative care, community hospice, residential hospice and care coordination.
- Knowledge of Palliative Performance Scale (PPS) and Edmonton Symptom Assessment (ESAS) an asset.
- Sound knowledge of community resources in York Region.
- Work proficiently in MS Office Suite, computer skills and familiarity with AlayaCare or another electronic medical records system an asset.
- Successful completion of Vulnerable Sector Screening within one month of employment.

The successful candidate for this position must be able to:

- Demonstrate person-centered approach to service delivery and commitment to hospice philosophy of care.
- Demonstrate strong assessment, interpersonal and communication, judgement, problem solving and decision making skills.
- Assess individual's eligibility for hospice services, in adherence with Margaret Bahen Hospice's policies and admission criteria in collaboration with community partners.
- Communicate directly with the LHIN regarding the Bed Registry.
- Triage referrals in accordance with the criteria established by the hospice and in consultation with the Director of Care and the Medical Director, as applicable.
- Communicate the bed offer and plans for admission of Residents to Margaret Bahen Hospice in coordination and collaboration with the Resident and Caregiver, Director of Care, LHIN, community support organizations, and attending physician(s) as applicable.
- Responsible for initial assessment of Resident and Family needs and the development of the admissions Service Plan.
- Collect and maintain up to date admissions, discharge and occupancy data, as required for quality and reporting requirements of the organization.
- Manage communications with referral sources and community partners as it relates to the need for additional information, tours and admission status.
- Provide assessment and case management support to community hospice as required.
- Manage multiple workplace demands through strong organizational, prioritization and time management skills.
- Maintain good documentation, record keeping, and statistical reporting practices.
- Provide advance professional knowledge on an ongoing basis through learning and development opportunities.
- Participate in organizational committees and events as requested
- Support clinical team as needed including occasional nursing shifts.
- Assist Director of Care with administration, scheduling and other duties as required.

LOCATION: Newmarket

HOURS OF WORK: 35 hours/week; flexible weekend hours required

SALARY: Commensurate with education and experience

Please email or fax your cover letter and resume to Human Resources to:

E-mail: hr@myhospice.ca

Fax: 416-510-1104

Please quote "*Residential Care Coordinator- MBH*" on the cover letter and e-mail subject line.

Better Living is an equal opportunity employer and is in accordance with the Ontario Human Rights Code, Employment Standards Act and Accessibility for Ontarians with Disabilities Act. Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position and we welcome all resumes however only those granted an interview will be contacted. No phone calls, please. Thank you.