

## **JOB OPPORTUNITY**

JOB TITLE: FULL-TIME CARE COORDINATOR

JOB REF NO: 13-2019

DEPT: ADMINISTRATION

SITE: EMO HEALTH CENTRE

UNION / NON: NON-UNION

### **QUALIFICATIONS:**

- College Diploma or degree in a health care profession with a minimum 3 years related experience in a healthcare environment.
- Advanced abilities in a computerize environment utilizing word processing, spreadsheets, human resources information systems, internet and email with the willingness to learn new software as required.
- Demonstrated ability to function effectively in a fast paced healthcare environment with excellent time management skills and the ability to multitask and prioritize workload.
- Good working knowledge of municipal organizations, including political and organizational structures.
- Must be knowledgeable of the Health and Safety Act.
- Strong written / verbal communication skills with excellent telephone manners.
- Strong interpersonal skills with ability to function effectively within a team, as well as with Riverside Board of Directors, Management staff, Physicians, and Front line personnel, outside agencies, patients, residents and their families.
- Handle communication including telephone, email, fax, written correspondents and personal contacts in a confidential and efficient manner.
- Excellent working knowledge and understanding of Generally Accepted Accounting Principles (GAAP).
- Must demonstrate initiative with an aptitude for producing timely accurate work in a demanding and deadline orientated environment with the ability to work under minimal supervision.
- Physically capable of performing the essential duties of the job in a safe and efficient manner.

### **RESPONSIBILITIES:**

- Compile information and prepare confidential correspondence, forms, special materials, reports, meeting agendas, and minutes in a timely and accurate manner.
- Maintain the records management system for the proper filing and retrieval of the records / confidential files.

- Assists in maintaining calendars and scheduling appointments/meetings and attendance at same as required in the absence of the Manager of Care, nursing staff, other established hospital committees, such as MAC, Emo Health & Safety, Multidisciplinary, Initial/ Annual Resident Conferences and Medicals, and Joint Staff.
- Monitor calls for the Manager of Care and direct inquires to appropriate individuals / departments for responses and follow-up.
- Participates as required in the hiring, orientation, training, supervisor, and evaluation of staff reporting to the Manager of Care.
- Handles private and confidential information relating to staff illnesses, disciplinary procedures, grievances and labour relations issues.
- Coordinates the Continuous Quality Improvement (CQI) programs and maintains performance indicator and audits for the facility.

Interested and qualified candidates are invited to submit their resume and Employment Application form by **February 26, 2019** using one of the following options:

1. Email to: [Human.Resources@rhcf.on.ca](mailto:Human.Resources@rhcf.on.ca)
2. Fax to: 807-274-2898 Attention: Human Resources
3. Mail or hand deliver to: Human Resources, 110 Victoria Avenue, Fort Frances, ON P9A 2B7

Resumes accepted for consideration on our advertised positions must quote the job reference number along with the job title. We wish to thank all applicants, however, only those invited for an interview will be contacted directly.