

ENHANCED CARE COORDINATOR

DEPARTMENT:	COMMUNITY SUPPORT SERVICES
REPORTS TO:	CLIENT SERVICES MANAGER, COMMUNITY SUPPORT SERVICES
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS
COMPENSATION:	\$25.579/hr
UNION:	SEIU
AVAILABLE TO:	INTERNAL EMPLOYEES
DATE POSTED:	JULY 26, 2023

POSITION DESCRIPTION:

As a key member of the HHHS – Community Support Services team, the Enhanced Care Coordinator position provides assessment and coordination service for the Home First Hospital to Home initiative and to provide outreach services to promote independence for frail seniors, and persons living with complex and chronic care requirements.

KEY COMPONENTS OF THE POSITION:

- Provides leadership to the Home First and other specialized hospital to home support services and ensures effective referral relationships across the community continuum of care;
- Ensures appropriate follow up and care coordination with clients to meet respective program standards;
- Coordinates, prepares and maintains all related documentation for the effective operation of the programs and client intake process;
- Security and Reassurance Service and Friendly Visiting and Brokered Home Help and Home Maintenance Services including: provision of the service, related administrative and reporting requirements; and
- Works cooperatively with other Community Support Services team members to ensure clients' and volunteers' needs are met to optimize the effective delivery of services.

QUALIFICATIONS:

The successful candidate will possess:

- Post-secondary education in a relevant field, preferably social services and or health care
- A working knowledge of the health services agencies in Haliburton County
- Strong organizational skills, accuracy with attention to detail and ability to multi-task
- Good analytical and problem-solving skills and ability to prioritize
- Computer efficiency in relevant programs, Microsoft Office, Word, Data base programs
- Current driver's license required and reliable transportation
- Demonstrated effort to continually update skills pertinent to the position
- Ability to work as part of a team
- Ability to maintain confidential information and records.

An ability to attend work on a consistent basis is also a requirement.

SUBMIT APPLICATION AND RESUME TO: **Human Resources Job Application Box**

PLEASE QUOTE JOB NUMBER: **2023-77**

DEADLINE: **August 3, 2023 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.