



# *Provincial Job Description*

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**TITLE:**  
**(165) Client Placement Coordinator**

**PAY BAND:**  
**13**

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**FOR FACILITY USE:**

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**SUMMARY OF DUTIES:**

Coordinates client access to long term care beds/facilities, special programs and care/services.

**QUALIFICATIONS:**

- ◆ Allied health care diploma

**KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Intermediate computer skills
- ◆ Organizational and leadership skills
- ◆ Communication and interpersonal skills
- ◆ Ability to work independently

**EXPERIENCE:**

- ◆ Previous: Twelve (12) months previous health care experience to develop organizational, administrative and communication skills.

## ***KEY ACTIVITIES:***

### **A. Facilitate / Coordinate Admissions**

- ◆ **Keeps abreast of needs of clients awaiting placement.**
- ◆ **Facilitates admission to long term care facilities.**
- ◆ **Schedules and facilitates admissions to respite/convalescent/transition unit care and ensures information is forwarded.**
- ◆ **Maintains schedule for respite care beds.**

### **B. Program Access Committee**

- ◆ **Develops agendas, records minutes.**
- ◆ **Develops community and hospital placement lists.**
- ◆ **Notifies and informs the appropriate department(s) of decisions made.**

### **C. Information System Maintenance**

- ◆ **Maintains information systems that schedule and document client information.**
- ◆ **Maintains long term care database.**
- ◆ **Develops transfer lists.**
- ◆ **Provides information and consultation regarding availability of services and client status.**

### **D. Liaison for Families / Clients**

- ◆ **Provides information regarding programs, access to long term care and transfers.**

### **E. Related Key Work Activities**

- ◆ **Participates in program planning and makes recommendations for admission, discharge and transfer improvements.**
- ◆ **Develops and sends out letters to families/clients who come off long term care waiting lists.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Provides general instruction/training of students.**

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

***Validating Signatures:***

***CUPE:***

***SEIU:***

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***SGEU:***

***SAHO:***

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***Date: 2005***

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