



Provincial Job Description

TITLE:
(165) Client Placement Coordinator

PAY BAND:
13

FOR FACILITY USE:

SUMMARY OF DUTIES:

Coordinates client access to long term care beds/facilities, special programs and care/services to ensure clients receive the right service to meet their assessed care needs.

QUALIFICATIONS:

- ◆ **Health Information Management diploma**

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ **Intermediate computer skills**
- ◆ **Organizational skills**
- ◆ **Leadership skills**
- ◆ **Communication skills**
- ◆ **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 informed 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.**
- ◆ **Creates community and hospital placement lists.**
- ◆ **Notifies and informs the appropriate department(s) of decisions made.**
- ◆ **Provides information to clients and families regarding programs, access to long term care and transfers.**
- ◆ **Updates client/family preferences for preferred placement facilities.**

B. 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.**
- ◆ **Liaises with Information Technology to create reports to meet utilization and statistical needs.**
- ◆ **Calculates and monitors data quality in various databases/spreadsheets/documents and provides input for flow issue resolution.**

C. Related Key Work Activities

- ◆ **Participates in program planning and makes recommendations for admission, discharge and transfer improvements.**
- ◆ **Provides occasional guidance to the primary function of others, including training.**
- ◆ **Provides general instruction/training of students.**
- ◆ **Provides administrative support, as required.**

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.

Validating Signatures:

CUPE:

SEIU:

SGEU:

SAHO:

Date: November 15, 2017