



Community Care for Central Hastings is a non-profit organization looking for a committed, dynamic and multi-task orientated person for the following position:

Regional Care Coordinator/ICART Team Assistant. This is a 4 day a week position (28 hours) based out of Kingston. Contract Position until March 2019 with a possibility of becoming a permanent position.

Position Summary:

The RCC/ICART representative is responsible for community phone assessments and administrative procedures involved with patient/client hospital referrals and the distribution of information to appropriate agencies.

Qualifications and Experience:

Minimum Social Service Worker Diploma, Social Service Worker-Gerontology Diploma, or equivalent post-secondary education with experience working with seniors. Knowledge of Community Support Services throughout the SE LHIN region, including CSS Home Support Agencies, SMILE, and Home and Community Care. Requires excellent computer skills including Word and Excel and knowledge of privacy and security acts.

Duties and responsibilities:

Must be able to work as part of a team and independently and have excellent verbal and written communication skills, including ability to effectively communicate with internal and external clients and personnel. Must be able to talk, listen, and speak clearly on telephone. Perform an over the phone verbal assessment with the client/patient (low and high risk seniors). Process information from various written and verbal assessments and client notes to determine correct referral process and refer the client/patient to the appropriate agency.

A complete job description can be viewed on our website at www.ccch.ca

Interested applicants email resumes by January 5, 2018 to:

Val Myles Gill
Manager, Regional Care Programs
Email: valg@ccch.ca

Regional Care Coordinator Program
108 Russell St., Box 201, Madoc, Ontario K0K 2K0

www.ccch.ca