



COMMUNITY CARE FOR CENTRAL HASTINGS

Client Coordinator

This is a 5 day a week job (35 hours) working out of the office in Tweed.

Position Summary:

- Develop and maintain contacts with community agencies
- Initial client intake
- Create client centered care plans and develop strategy and goals to reflect present and changing needs of clients which adhere to the Ministry standards
- Make appropriate referrals if required
- Add client into data system
- Add/remove clients to programs
- Make client files inactive and maintain up to date client files
- Check Obituaries and remain up to date on deceased community members
- Utilize SHiIP
- Follow up assessments 365,180,60 or 30 days
- Complete all required documentation within the prescribed time line.

Qualifications and Experience

- Post-secondary Education, i.e. Social Service Worker, Gerontology, Social Worker, or a related field with minimum of 2 years' experience within a health/social services setting
- Able to work as part of a team and independently
- Able to remain flexible and meet changing priorities
- Knowledge of Community Support Services in the SELIHIN
- Knowledge of Nesda data base
- Knowledge of interRAI Preliminary Screener and CHA
- Knowledge of SMILE programs
- Knowledge of privacy and security act
- Experience working with people from diverse backgrounds and a demonstrated understanding of cultural awareness and sensitivity
- Effective communication both verbal and written
- Demonstrated abilities in critical thinking, interpersonal skills, time management and organizational skills
- Competent on various computer programs

Interested applicants mail, email or fax resumes by October 9, 2020.

Community Care Central Hastings

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