



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

- ◆ Collaboration to ensure client care needs are appropriate for selected 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.
- ◆ Provides data to the Ministry of Health and the Continuing Care Leadership team.

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.

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: September 12, 2023