

Position: Care Coordinator

Location: Berwick, Nova Scotia

Department: Nursing / Administration

Position Type: Permanent, 0.7 FTE (Full-Time Equivalent)

Union Status: Unionized

Reports To: Assistant Director of Care - Clinical Lead

About the Role:

The **Care Coordinator** plays a key leadership role in the coordination of resident care services, admissions, and family outreach within a long-term care setting. Working closely with interdisciplinary teams, external agencies, and stakeholders, the Care Coordinator ensures that the care and well-being of residents are at the forefront of all decisions. This position is a critical component of ensuring a resident-centered approach to care while providing compassionate support for both residents and their families.

Key Responsibilities:**Admissions & Transfers:**

- Oversee pre-admission assessments and manage the admission process for residents.
- Serve as the liaison with stakeholders including hospital discharge planners, legal teams, and the Department of Seniors and Long-Term Care.
- Facilitate family pre-admission meetings, ensuring all necessary documents are in place.
- Ensure smooth transitions for residents during internal and external transfers.

Resident Care & Family Relations:

- Enhance the quality of life for residents by fostering therapeutic relationships and advocating for resident participation in care planning.
- Manage resources and support systems for residents.
- Facilitate quarterly Family Council meetings, administer Family Satisfaction Surveys, and develop solutions based on feedback.
- Chair resident care conferences, ensuring all team members are informed and involved in care planning.

Legal & Documentation Support:

- Support families in securing legal documents such as Power of Attorney and Public Trustee registrations.
- Oversee the renewal of consent forms and provide guidance on legal matters affecting residents.

Assisted Living Outreach:

- Facilitate admission and transfers for tenants at Orchard View and Fundy Villa.
- Conduct ongoing assessments for tenants and collaborate with nursing staff to ensure their needs are met.

Qualifications:

Licensure:

- Licensed in Social Work (or other relevant fields such as Nursing, Occupational Therapy, or Physiotherapy).
- Must be registered or eligible for registration with the applicable professional association in Nova Scotia.

Experience:

- Previous leadership experience in a long-term care setting is an asset.
- MOCA certification preferred (or a clear intention to obtain within the first year).

Skills & Competencies:

- Strong communication, leadership, and collaboration skills.
- Excellent time management and organizational abilities.
- Ability to work with diverse populations and provide culturally competent care.
- Proven ability to prioritize tasks and meet deadlines in a fast-paced environment.

Why Join Us?

At GVM, we are committed to creating a supportive and inclusive work environment. As a Care Coordinator, you will play a vital role in enhancing the lives of our residents while working in a collaborative and rewarding setting.

Interested? Apply now to become a part of our team and make a meaningful difference in long-term care.

**For a more detailed job description or to apply, please email
careers@grandviewmanor.org**