

RESIDENT & FAMILY WELLNESS COORDINATOR

DEPARTMENT:	LONG TERM CARE
REPORTS TO:	DIRECTORS OF CARE, HYLAND CREST & HIGHLAND WOOD
STATUS:	TEMPORARY FULL TIME (0.8 FTE, 3 MONTH CONTRACT)
SHIFT:	DAYS
COMPENSATION:	COMMENSURATE WITH EXPERIENCE
UNION:	NON-UNION
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	JUNE 21, 2021

POSITION DESCRIPTION:

This temporary, non-union role will assist the Life Enrichment Manager and the Directors of Care, with the changes that continue to be directed to and for Long Term Care homes from the Ministry of Health and Long Term Care, Ontario. The Resident & Family Wellness Coordinator;

- Is responsible for the new admissions process, ensuring residents are in isolation for 14 days upon admission
- Communicates with staff regarding the new residents' ADL's, family communications and expectations
- Updates staff and family admissions packages, and LTC phone lines for resident families, to reflect new changes and directives
- Updates communication boards for COVID and department changes
- Assists departments with palliative approach to care of all residents, aligned with new PPE guidelines for visitors
- Assesses whether resident needs are being met with less volunteers and supports in the homes
- Provides support for families with respect to palliative care during COVID
- Attends resident safety meetings, care conferences and IDTC currently held by teleconference
- Updates resident profiles and life history
- Other items as assigned

QUALIFICATIONS:

- A post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field is preferred
- A year of related experience within Long Term Care
- Strong administration skills
- MS Office proficient
- Excellent organizational and interpersonal skills
- A compassionate and caring style in communication

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2021-41

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.