

## **CLIENT WELLNESS REPRESENTATIVE**

<b>DEPARTMENT:</b>	Community Support Services
<b>REPORTS TO:</b>	Client Service Manager
<b>STATUS:</b>	Permanent Full-time (0.8 FTE)
<b>SHIFT:</b>	Days
<b>COMPENSATION:</b>	Commensurate with Experience
<b>UNION:</b>	Non-Union
<b>AVAILABLE TO:</b>	<b>Internal &amp; External Candidates</b>
<b>DATE POSTED:</b>	March 3, 2023

### **POSITION DESCRIPTION:**

The Client Wellness Representative will provide support for the clients of the Supportive Housing and Assisted Living program. This position will help to foster a positive client experience by conducting client assessments and working to resolve and client/patient issues. The Client Wellness Representative will also act as a support for the Client Service Manager working on various projects and initiatives. The Client Wellness Representative will also assist with both client and staff scheduling as well as coordinating staff training and development.

### **POSITION RESPONSIBILITIES:**

- Efficient scheduling of staff to meet client need
- Responsible for intake, assessment, care planning and ongoing reassessment of clients in the Supportive Housing/Assisted Living program
- Maintain knowledge of HHHS range of programs and services to support clients' needs as well as other community service providers
- Ensure program standards are effectively deployed, communicated, and monitored
- Ensures the delivery of safe, efficient, and high-quality services for all clients

### **QUALIFICATIONS:**

- Minimum Personal Support Worker Certificate
- Minimum 3 years' experience related to community health program development
- 5 years' experience working with frail seniors and/or persons with disabilities
- Demonstrated commitment to continued education
- Leadership experience
- Excellent verbal and written communication skills
- Excellent interpersonal skills and ability to work effectively with administration, managers/directors, staff, clients, and the community
- Excellent organizational skills and ability to adapt to continually changing priorities
- Must have valid G Class license and clean driving record as demonstrated by current Driver's Abstract
- Access to a reliable vehicle
- CPR/First Aid certification

### **SUBMIT RESUME TO:**

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

### **PLEASE QUOTE JOB NUMBER:**

**2023-13**

### **DEADLINE TO APPLY:**

**March 14, 2023 @ 1600 Hours**

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.