

**JOB POSTING #208-22**

**POSTING DATE: October 28, 2022**

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<b>JOB TITLE:</b>	Access Coordinator – Full-Time
<b>INITIAL ASSIGNMENT:</b>	Access (NB AC-002)
<b>BARGAINING AGENT:</b>	ONA
<b>LOCATION:</b>	North Bay
<b>LANGUAGE(S):</b>	English
<b>EFFECTIVE DATE:</b>	Immediately

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Home and Community Care Support Services North East offers a wide-range of quality health-care services and resources to support people of all ages at home, school or in community. In addition to planning, delivering and coordinating care for thousands of people each day in Northeastern Ontario, we also manage eligibility and admissions to long-term care homes, short stay respite, assisted living, and adult day programs. We need caring, motivated people who are driven to help others and make difference in their community, to join our multi-disciplinary team.

**POSITION SUMMARY:**

The Access Coordinator completes assessments for low needs patients to determine patient eligibility and coordinates initial services required to address patient needs and ensure the most effective use of resources.

**QUALIFICATIONS:**

- Registered Practical Nurse in good standing with the College of Nurses of Ontario or related healthcare diploma;
- Relevant experience in long term care homes or health care and/or in social services;
- Experience working with seniors and/or physically disabled individuals;
- Understanding of issues and priorities within the health care sector;
- Knowledge of tools, systems, and databases used in health care service delivery and management;
- Practical knowledge and understanding of relevant legislation (e.g. regarding the provision of health care services, privacy, etc.);

- Effective planning, organizing, and evaluation skills to manage multiple patients and provide information reports upon request;
- Ability to accurately complete required documentation, reports, forms, and recommendations;
- Strong interpersonal and communication skills to work with diverse patient groups with varying levels of comprehension and language capability;
- Effective listening and strong facilitation skills to work with patients and their families/caregivers/SDMs;
- Effective communication skills to establish and maintain contacts with organizations within the community;
- Ability to deal with demanding interpersonal situations and respond with good judgment and understanding;
- Ability to communicate using various software programs to clearly articulate patient status;
- Working knowledge of computer software (email, internet) and Microsoft Office applications (Word, Excel, Power Point, etc.);
- Must have valid driver's license and access to a vehicle;
- Advanced oral and written proficiency in English is essential.

Home and Community Care Support Services North East is an equal opportunity employer. Personal information submitted will be used only for the purpose of determining suitability for this vacancy. All applicants are thanked for their interest in this position. Only those applicants selected for an interview will be contacted.

Individuals with a disability requiring accommodation during the application and/or the interview process should advise the recruitment contact so arrangements can be made.

Interested persons are invited to submit a cover letter and resume by **November 3, 2022** at 4:30 p.m. by e-mail to:

[NECareers@hccontario.ca](mailto:NECareers@hccontario.ca)

**Please refer to posting number #208-22 when applying.**

Home and Community Care Support Services has implemented a mandatory vaccination policy across the province that requires all staff to be fully vaccinated against COVID-19. Applicants being considered for employment will be required to provide proof of vaccination documentation confidentially to Human Resources upon hire. Any medical or human rights exemption requests will be reviewed and validated prior to an offer of employment.