

## JOB POSTING

**File #:** OPSEU #09-035  
**Employee Group:** OPSEU #483  
**Work Location:** SMOL  
**Vacant Position:** **Discharge  
Planning  
Coordinator, CCC  
& SGS**

**Wage:** As per OPSEU Collective Agreement

**Status:** Regular Part Time  
0.7 FTE

**Posting Period:** September 23, 2009  
3:30pm to September 30, 2009 3:30pm

**Please direct inquiries to:**  
Catrina Moniz, Recruitment & Staffing  
Specialist, 613.548.7222 Extension 2150

Apply in writing quoting file OPSEU #09-035 in subject line to:  
[work@providencecare.ca](mailto:work@providencecare.ca)  
or fax to: (613) 544.6036

All applicants are required to include an up-to-date resume or summary outlining how their qualifications match position requirements



## Job Summary:

Under the general direction of the Program Manager, coordinates admission and discharge of patients. Provides assessment/screening as needed of clients being considered for admission. Collaborates with team members, patient and family, other care providers, and community partners to ensure appropriate admission and timely discharge plans that enhance continuity of care and efficient use of hospital and community resources. As a team member, participates in discipline-specific and interdisciplinary activities that are directed towards a client-centered environment and that contribute to quality, operational efficiency, professional development, and program development.

## Qualifications:

- Degree prepared graduate of recognized school of Nursing or Social Work
- Active, unrestricted license to practice with the College of Nurses or Social Workers of Ontario
- Minimum five years experience working as a Discharge Planner or in a similar role
- Demonstrated knowledge of Community Agencies, Long Term Care and other health and social services agencies and resources
- Demonstrated working knowledge of current legislation including Substitute Decisions Act, Health Care Consent Act, Mental Health Act and Public Hospitals Act
- Demonstrated knowledge of minimum dataset components for CCC, Rehab and the Community
- Demonstrated critical thinking, leadership and problem solving abilities
- Knowledge of professional standards of practice
- Demonstrated ability to work both independently and as a member of a team
- Demonstrated commitment to healthy workplace culture
- Strong interpersonal, verbal and written communication skills
- Demonstrated organizational and prioritization skills
- Demonstrated proficiency in utilizing word processing, electronic mail, and Internet software applications

Please obtain a job description for a complete list of duties and qualifications from Recruitment & Staffing.