JOB POSTING: Access to Care and Transitions Specialist, Medical Programs

File #: RN 17-104
Work Location: Providence Care Hospital
Employee Group: ONA (Registered Nurses previously under OPSEU 431 and ONA 67)
Status: Part Time
Posting Period: Open
Wage Rate: As per the applicable Collective Agreement

Position Summary:
Under the general direction of the Manager, Access to Care and Transitions, the Access to Care and Transitions Specialist facilitates safe and efficient admissions, transfers and discharges of patients/clients supporting best practice and optimized resource utilization. Providing screening and assessment of potential candidates for admission, the Specialist collaborates with team members, patients/clients and their families, other care providers and community partners to ensure appropriate and timely admissions, transfers, and discharges that enhance continuity of care and efficient use of hospital and community resources. As an effective team member, the Specialist participates in profession-specific and inter-professional activities that are client-centered and contribute to quality and safety, operational efficiency, while promoting professional and program development.

Education & Experience:

| Degree in Nursing or an equivalent combination of relevant education and experience may be considered |
| Current, unrestricted license to practice with the College of Nurses of Ontario |
| Minimum 1 year of recent experience working in Intake and Discharge Planning preferred |
| Minimum 3 years’ experience in Nursing within Gerontology and Rehabilitation |
| Experience working collaboratively with internal and external stakeholders, including community partners |
| Current Certification related to specified care stream preferred (CNA certification or other accredited college certificate) |

Key Knowledge, Skills & Abilities:

- Demonstrated understanding and alignment to current healthcare funding models, expectations and deliverables of the organization, including achievement of efficient access to care and transitions, targeted lengths of stay and bed utilization
- 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 all PCH programs and the Community
- Demonstrated current knowledge of professional standards of practice
- Demonstrated basic level proficiency in utilizing word processing, electronic mail, and Internet software applications (MicroSoft Office suite preferred) an asset.
- Demonstrated ability to utilize the e-PR
- Demonstrated commitment to the Mission, Vision, Values, Ethics and strategic directions of Providence Care
- Demonstrated ability to create an inclusive and welcoming environment that values each individual; respects their values, preferences and unique abilities; and mitigates against the experience of stigma
- Demonstrated commitment to ongoing process improvement and delivering outstanding quality and results
- Demonstrated positive approach and resilience toward innovation and change, and ability to quickly adapt to evolving workplace standards of practice
- Demonstrated understanding and alignment to, expectations and deliverables of the organizational, department and team goals; effective stewardship of resources
- Demonstrated interpersonal, written and verbal communication skills and ability to demonstrate tact and diplomacy with diverse groups of stakeholders
- Demonstrated trouble shooting skills and ability to problem solve issues that may arise in carrying out the duties of this position
- Demonstrated effectiveness as a team member through collaboration, respect and effective communication
- Bilingual in French and English language, preferred
- Satisfactory Criminal Reference Check & Vulnerable Sector Screen for external candidates if hired; must be an original copy, current within last six months

Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: work@providencecare.ca.

Contact Katie Belisle, Recruitment & Staffing Specialist, 613.544.4900 x 53454 for a complete list of duties, responsibilities or inquiries.

We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.