

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Placement Coordinator	<b>Competition #:</b>	20-103
<b>Ministry Unit:</b>	Ottawa Grace Manor	<b>Position Type:</b>	Full Time
<b>Salary Range:</b>	\$19.05 - \$28.58 per hour	<b>Date posted:</b>	September 24, 2020
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	October 16, 2020
<b>Applications Accepted By:</b>			
<b>E-mail:</b> sward@gracemanor.ca <b>Attention:</b> Stephanie Ward, Employee Relations <b>Please no phone calls.</b>		<b>Mail:</b> 156 Wellington St. W, Ottawa, ON K1Y	
<b>Position Description</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b>            The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p><b>Core Values</b>            The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p> <hr/> <p><b>POSITION PURPOSE SUMMARY:</b>            The Placement Coordinator acts as a liaison to current and potential clients and their families. This role develops and coordinates the admission process, transfers and discharge of residents; providing support to residents/families throughout their stay at Grace Manor.</p> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"> <li>• Collaborate with Champlain Community Care Access Centre (CCAC) to maximize full occupancy and attend meetings as needed</li> <li>• Review all resident applications for admission to determined appropriate level of care; assist with processing of admission and discharge papers</li> <li>• Maintaining the wait list</li> <li>• Facilitate tours and orientation for general public, potential residents and representatives during the bed offer process</li> <li>• Follow-up and facilitate completion of admission checklist</li> <li>• Maintain the Internal Transfer List</li> <li>• Coordinate internal transfers including the update of documentation</li> <li>• Coordinate and ensure the review and revision of the Admission Agreement</li> </ul>			

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- Coordinate and ensure the review and revision of the Resident Handbook and any other similar information that is provided from time to time to residents/representatives following admission

### QUALIFICATIONS:

- Two-year college diploma in related field or equivalent experience in LTC
- Experience in a Long-Term Care setting
- Experience in leading resident/representative-centered meetings
- Demonstrated warmth and caring for residents and representatives
- Excellent communication skills, organization and attention to details
- Knowledge and familiarity with computer operations and software applications such as P.C.C. and RAI-MDS
- Demonstrated commitment to resident centered elder care, treating others with respect and dignity
- Works cooperatively and effectively with staff, residents, visitors, and the public
- An energetic, self-directed, results-oriented professional
- The ability to achieve objectives, ensuring multiple priorities and tasks are appropriately carried out.
- Intermediate computer skills in Microsoft Word, PowerPoint and Excel
- Excellent written and verbal communication skills in English

Successful candidate will be required to provide upon hiring:

- A clear vulnerable sector screening
- Participate in our online Abuse Training and Health and Safety training required upon hiring, as well as updated annually

**HOURS:** 40 hours per week. Monday to Friday business hours

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*