

 <b>GEORGE DERBY CENTRE</b>	<b>Position:</b> <b>CARE COORDINATOR</b>	<b>Reporting To:</b> <b>Director of Care</b>
	<b>Approved By:</b> Executive Director	<b>Review/Revision Date:</b> December 2019

### **Job Summary**

In accordance with the Centre's mission, values, philosophy and code of ethics, the Care Coordinator provides leadership, coordination, and clinical support to direct care staff promoting a safe resident environment, resident focused care, and staff safety. Supervises staff and assists with staff teaching. Provides support and promotes adherence to clinical practice policies and standards, evidence-based protocols, and initiatives in accordance with the Centre's values and ethical framework.

### **DUTIES/RESPONSIBILITIES**

1. Monitors the quality of clinical practice and promotes resident focused care in accordance with established standards, procedures and policies.
2. Supervises staff including responsibilities such as providing clinical orientation and in-service education. Facilitates team building and staff development by acting as a leader and a clinical resource.
3. Demonstrates evidence-based best practise to meet resident needs. Provides guidance and follow-up to staff as well as the resident and/or family as appropriate, to improve resident outcomes.
4. Provides input into the development and implementation of care standards and monitors, documents, and reports on continuous quality improvement activities. Communicates implements and evaluates standards relating to care delivery.
5. Contributes to the ongoing performance management of care staff through activities such as: evaluating clinical competency levels, participating in annual performance reviews, providing ongoing coaching and feedback on a regular basis. Assists and coaches staff to meet any expectations and monitors progress as required.
6. Actively promotes a culture of resident safety by adhering to established safety policies, standards and procedures, including emergency procedures.
7. Reports hazards, unusual occurrences, accidents and unsafe situations to immediate supervisor or designate. Ensures any damaged or malfunctioning equipment is immediately red tagged and removed from the work area.
8. Provides input into equipment and supply requirements.
9. Assigns and coordinates the use of care staff, equipment and other resources to ensure the efficient and effective delivery of resident care as required.

10. Ensures the maintenance of appropriate resident records such as resident assessments, care plans and medication administration records.
11. Assists as required with the development of individual care plans by initiating and/or attending care conferences. Leads the care team to ensure designated outcomes are achieved and ensure follow-up action plans are implemented and evaluated for effectiveness.
12. Identifies resident and family learning needs and incorporates teaching into the care plan.
13. Observes and reports resident conditions; provides information and clinical support regarding residents' symptoms and responses to interventions, and evaluates outcomes with members of the interdisciplinary care team.
14. Participates as an active member on related committees and/or research as required.
15. Supports and provides resident care as assigned and/or required.
16. Performs other related duties as required.

#### **SAFETY RESPONSIBILITIES**

1. Demonstrates a commitment to communicating, improving and adhering to safety policies in the work environment.
2. Follow safe work procedures and act safely in the workplace at all times.
3. Investigate and follow up on all reported safety concerns.
4. Provide regular training/in-services to your workers, and measure the effectiveness of the training.
5. Ensure the health and safety of all workers under your direct supervision.

#### **QUALIFICATIONS**

##### Education, Training and Experience

- Graduate from a recognized Licensed Practical Nursing (LPN) program.
- Certification in Gerontology with the Canadian Nurses Association preferred.
- Three years of relevant geriatric nursing experience including 1 year of supervisory experience or an equivalent combination of education, training and experience.
- Practicing registration with the British Columbia College of Nursing Professionals (BCCNP).
- Current Occupational First Aid Emergency Level One - Industry.

##### Skills and Abilities

- Demonstrated clinical competence and ability to apply the nursing process.
  - Demonstrated ability to lead, direct, coach, and motivate staff; and to deal with staff in a fair and consistent manner and in keeping with accepted labour relations concepts, practices, and collective agreements.
  - Ability to communicate effectively both verbally and in writing with internal and external contacts.
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Position:  
Care Coordinator – Job Description

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- Ability to work with the interdisciplinary team and assume responsibility for the day-to-day operation of the care area(s).
- Ability to identify learning needs and provide instruction or obtain resources.
- Ability to be self directed and to plan, organize and prioritize work.
- Ability to instruct, train and/or orientate staff.
- Demonstrated interpersonal, problem solving and conflict resolution skills.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position.
- Familiar and competent with computer skills and related programs including RAI/MDS, and PCC.

**SALARY AND BENEFITS**

- Competitive salary based upon skills and experience
  - Benefits package
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