

## CITY OF HAMILTON

### HEALTHY & SAFE COMMUNITIES DEPARTMENT (MACASSA LODGE – LOCATION – 701 UPPER SHERMAN AVE.)

#### ADMISSIONS COORDINATOR - CUPE 5167(LODGES)

#### SUMMARY OF DUTIES

Reports to Director of Nursing Services. Facilitates and maximizes occupancy in our LTC Home and/or our Adult Day Program (ADP). Coordinates bed management (admissions, transfers, discharges) for the 270 bed Long Term Care Facility. Leads the review of applications and acceptance to the Adult Day Program at the Lodge

#### GENERAL DUTIES

Reviews LHIN documentation to determine admission to Macassa Lodge or Macassa ADP waiting list in consultation with members of the Admissions, Discharge & Transfer Committee.

In conjunction with the Nursing leadership team and Supervisor of the ADP develops strategies to maintain budgeted occupancy and maximize revenue.

Provides information, counselling and support to prospective and existing residents and their families on an ongoing basis.

Conducts tours of the home to perspective resident and their families, as well as to community stakeholders such as the Family Council and City Councillors.

Provides crisis intervention to perspective and existing residents and their families.

Provides ongoing consultation on LTC sector issues as it relates to placement of residents and their families, community members and City Councillors.

Initiates and/or Completes all documentation pertaining to an admission to the Lodge or ADP.

Ensures new residents and their family are provided with the information legislated by the Ministry of Health, Long Term Care as well as required Corporate and Lodge policies.

Compiles an admission history based on clinical documents and personal interviews with prospective residents on the Point Click Care/RAI MDS resident electronic document system. Updates information on data system as resident status changes.

Manages bed vacancy within the Lodge in consultation with the Nursing Leadership Team.

Collection and analysis of statistics on an ongoing basis related to admissions, discharges, transfers, occupancy, turnover, and vacant room timelines.

Ensures confidentiality of information received while ensuring that all departments are provided with admission data relevant to their functioning.

Chairs, prepares and distributes the minutes from the Admission, Discharge and Transfer meeting.

Provides ongoing consultation and support to residents and their families after their admission for the duration of time

they reside in the Lodge.

Participates in continuous quality improvement projects and participates in the Accreditation process.

Provides instruction and mentoring to social work students from universities and colleges.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

**QUALIFICATIONS**

1. Demonstrated knowledge and/or experience in assessment methodologies and counselling skills normally acquired through the completion of a Diploma or Bachelors degree in Social Work, Gerontology or related discipline.
2. Previous experience working with elderly population.
3. Experience and competency in conducting assessments, consultations and counselling with individuals, families, and groups.
4. Demonstrated ability in interviewing skills, flexibility in adapting to change, interpersonal relationships and case management.
5. Demonstrated ability to work independently with little supervision and in relating with a multi-disciplinary team.
6. Excellent written and verbal communication skills with demonstrated ability to work with peers, residents, families and community members.
7. Working knowledge of computer software applications (Windows Microsoft Outlook, RAI MDS and Point Click Care).
8. Knowledge of marketing practices related to promotion and service delivery.
9. Flexible work environment with potential for evening and weekend work.

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**

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