

CITY OF HAMILTON

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

RAI AND RESTORATIVE CARE COORDINATOR

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Director of Nursing, the RAI and Restorative Care Coordinator oversees and supports the sustainability of our RAI-MDS practices as outlined by the Ministry of Health and Long Term Care regulations, related legislations and policies.

Develops, evaluates, monitors and coordinates the ongoing Lodge wide RAI MDS practices to ensure compliance with Provincial and Regional standards, related legislation and policies. Along with the Leadership Team will actively coordinate related education, implementation and evaluation of electronic documentation in the resident's health record to maintain timely, comprehensive and resident focused completion of required progress notes, assessments, resident assessment protocols and care plans.

Participates in providing leadership for identified priorities in our Lodge's quality improvement projects and the Residents First Initiative.

Provides leadership for the development, implementation and ongoing evaluation of the Nursing Rehab/Restorative program.

GENERAL DUTIES

Oversee the RAI-MDS processes according to Lodge policies, MOHLTC legislation and standards, College Standards of Practice and interRAI requirements.

Ensure a resident assessment schedule is developed, made available and completed fully by our Resident Care team within expected timeframes.

Plan, provide and evaluate ongoing RAI MDS education to all users across the Lodge.

Work with Leadership Team and RAI users to develop processes that will ensure data accuracy, efficient data collection, assessment completion and data utilization for individual care planning as well as overall Lodge quality improvement goals.

Review, prepare and submit RAI data to Canadian Institute for Health Information (CIHI) as per MOHLTC expectations.

Generate RAI-MDS reports to assist Leadership Team and Resident Care Team to facilitate clinical and/or operational decision making.

Provide leadership in the development, coordination and implementation of a resident focused and comprehensive Restorative Care Programs at our Lodge in partnership with the Resident Care and Leadership Teams.

Coordinate and manage the required education to implement, sustain and improve our Restorative Care Programs.

Overview of Point Click Care documentation and follow-up

Manage and coordinate the planning, implementation, and evaluation of a wide range of Restorative Care Programs, including but not limited to Dining Program, Walking Program, Wheelchair Mobility Program, ADLs, ROM, Strengthening, Fine Motor, 1:1, small group fitness, based on resident needs.

Work flexible hours to train, monitor and support all RAI MDS users and all staff providing Restorative Care in our Lodge, as required.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated knowledge and experience working with confidential Resident's health care records in a Long Term Care Facility.
2. Current regulated or licensed health care practitioner such as RPN, RN, BSW, MSW or Dietitian.
3. Demonstrated interest in the role with previous clinical, project leadership or related management experience.
4. Knowledge and experience with interdisciplinary team members, Ministry documentation standards and home policies on assessment and care planning.
5. Excellent knowledge and experience with computerized documentation systems is required and a solid working knowledge of RAI (Resident Assessment Instrument) is required. Experience in completing electronic documentation using PointClick Care would be an asset.
6. Demonstrated superior leadership and supervision skills particularly as it relates to new initiatives.
7. Excellent planning and implementation skills.
8. Excellent time management skills.
9. Effective conflict resolution and problem solving skills.
10. Excellent interdisciplinary teamwork.
11. Well developed facilitation and presentation skills in keeping with Adult Education best practices.
12. Computer proficiency in Microsoft Office XP (Word, Excel and PowerPoint). Working knowledge and experience using database programs.
13. Excellent written and verbal communication skills.
14. Excellent customer service skills for both internal and external customers.
15. Positive professional image with the ability to motivate others.

16. Excellent quality improvement techniques and ability to determine tools necessary to maintain high quality standards and integrity with the RAI program.
17. Excellent assessment, critical thinking and care planning skills.
18. Clear aptitude for detail-oriented work.
19. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position.

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