



Job Posting

Full Time Support Services Coordinator - Clinical (1 Year Contract)

Momiji Health Care Society is a non-profit organization providing services to senior citizens of primarily Japanese-Canadian descent, in an effort to maximize their independence, health, and quality of life. We are currently seeking Full Time Support Services Coordinator - Clinical for a twelve (12) month contract

Date Posted:	July 31, 2019
Start Date:	September 23, 2019
End Date:	September 18, 2020 (with possibility of becoming a permanent position)
Working Hours:	37.5 hours per week
Reports to:	Director of Care (DOC)
Salary:	Competitive rate based on experience

Responsibilities include, but are not limited to:

- Coordinates care and services for all tenants of Momiji Senior Residence and assigned clients; including assessments, development of care plans, referrals, counselling and crisis intervention.
- Manages the day to day incidental care needs of tenants.
- Interviews and hires new PSWs, carrying out performance appraisals, directing the training and development of staff and carrying out disciplinary action.
- Supports DOC to ensure departmental and individual goals are achieved
- Maintains and updates client files, daily care and service plans
- Provides written and/or oral reports of Support Services department and activities
- Supports continuous quality improvement by leading or participating in improvement initiatives
- Commits to adopting a person and family centered approach to providing services to clients and their families
- In conjunction with DOC, provides or arranges nursing care and advanced personal care to clients as appropriate
- Provides clinical support/direction to PSWs as necessary

A successful candidate will possess the following strengths/skills:

- Strong verbal and written skills in English and fluency in Japanese is a strong asset.
- Ability to manage and supervise staff
- Strong decision making abilities
- Effective organizational and case management skills.
- Ability to write reports and grant applications.
- Proficiency in using Microsoft software and other databases.

Preference will be given to candidates who also have any of the following:

- Experience in working with older adults, particularly frail and cognitively impaired persons.
- Experience in supervisory role especially for PSWs.
- Excellent assessment, interviewing, and problem solving skills.
- Familiarity with relevant legislation and standards related to community services
- Knowledge of community resources.

Required Certificates:

- Police Vulnerable Sector Check Completed in last 3 months
- Possession of a Community College Diploma in Nursing or equivalent and credentialed to practice as a Registered Practical Nurse (RPN) in Ontario
- CPR (C) and Standard First Aid (HCP) required

Working Conditions:

- Primarily on site at Momiji Seniors Centre; occasionally off site to meet with clients
- Full time, evenings and weekends as required
- Rotating shifts of being on-call 24 hours a day, 7 days a week, by phone with occasional requirement to be on site in an emergency
- Some light lifting may be required

Detailed Job Description is available up on request

Momiji Health Care Society is a diverse work environment and equal opportunity employer. We encourage applications from all persons, including persons with disabilities. Accommodation will be provided if needed in accordance with the Ontario Human Rights Code and Accessibility for Ontarians with Disability Act.

Interested Applicants should forward their resume and cover letter to Aki Yang, Payroll Manager in person or by email jobs2019@momiji.on.ca by Thursday August 22, 2019

While we thank all applicants for their interest, only those applicants selected for interview will be contacted.

MOMIJI HEALTH CARE SOCIETY

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