

**WINNIPEG REGIONAL HEALTH AUTHORITY  
POSITION DESCRIPTION (Non-Management)**

**DATE: May 12, 2017**

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**POSITION TITLE: Community Housing Coordinator**

**JOB CODE: 30002244  
UNION: MAHCP**

**DEPARTMENT: Long Term Care Access Centre**

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**SUPERVISOR'S TITLE: Transition Manager, Long Term Care Access Centre**

**SUPERVISORY RESPONSIBILITIES: (XX)    None**  
**Number    Titles of those supervised**

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**EDUCATION:**

- BSW, OT, PT, BSc PN, RPN, BN, RN, SLP, RD, or related health/human service degree required.

**EXPERIENCE:**

- 4 years of experience in long term care or community care and knowledge with respect to the variety of services available.

**OTHER**

- Knowledge with respect to the variety of community housing options.
- Proficiency in statistical methods and database software.
- Exceptional assessment skills.
- Exceptional communication and interpersonal skills.
- Exceptional critical thinking.
- Strong commitment to customer satisfaction.
- A demonstrated ability to work independently and collaboratively within a team environment.
- Ability to multitask and be flexible
- Innovative, highly motivated and an energetic team player with demonstrated organizational skills.

**LICENCES, REGISTRATIONS:**

- Must have a vehicle and possess a valid driver's license

- If successful applicant is a Registered Dietitian, must be a graduate of a recognized dietetic internship program accredited by Dietitians of Canada.

**MAIN FUNCTION: (In Order of Importance):**

The Community Housing Coordinator coordinates the assessment and placement of clients within the Long Term Care continuum of services. The Community Housing Coordinator is responsible for coordinating and completing assessment applications, coordinating referrals to the appropriate facilities and services and maintaining the waitlist of persons eligible for the Long Term Care Continuum of Services.

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**POSITION DUTIES AND RESPONSIBILITIES**

**1. Assessment & Matching**

- Assesses client eligibility for a variety of long term care options.
- Matches clients with the most appropriate long term care option.
- Participates in recruitment, screening, selection and evaluation of new homes/care providers.

**2. Access**

- Facilitates admission/entry process where appropriate
- Collaborates with stakeholders to facilitate access to most appropriate long term care option.
- Ensures completion of required forms/contractual agreements as appropriate.

**3. Program/Project Planning, Development, Implementation and Evaluation**

- Participates in the planning, development, implementation and evaluation of programs and policies.
- Participates in evaluation of programs/projects.
- Assists in identification of emerging trends and issues and recommends appropriate action.

**4. Information Management**

- Participates in the development and management of automated information systems
- Maintains waitlist
- Participates in the collection of relevant program statistical information

**5. Education and Research**

- Provides information/education to clients/families, care providers, case coordinators, access coordinators, the general public and other stakeholders.
- Participates in the ongoing education and training of service providers, care providers and relevant stakeholders to ensure program standards.
- Participate in in-services to gain knowledge in relation to clinical issues and professional development.
- Facilitates clinical experiences for students.

- Utilizes research findings.
- Facilitates clinical experiences for students.

6.

- Participates in the planning, development and implementation of policies and procedures for the Long Term Care Access Centre as directed by the Manager.
- Assists in the identification of emerging trends and issues and recommends appropriate action.
- Participates in working groups and committees as directed by the Manager.

#### **Other**

- Provides vacation relief/coverage for co-workers, including respite coordinator vacation relief/coverage.
- Maintains ongoing liaisons with key partners that include Public Trustee, Physicians, Supportive Housing sites, Manitoba Housing Authority and service providers in the community/hospitals.
- Ensures relevant program standards are met.
- Evaluates own performance on an ongoing basis.
- Maintains confidentiality of all client-related matters.
- Performs other duties and services as assigned and requested by the Manager.
- adheres to all safety and health regulations and safe work practices.
- may be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.