

## HEALTH RESOURCE COORDINATOR

WINNIPEG MENNONITE SENIORS CARE INC.

April 2016

### Job Description<sup>1</sup>

Lindenwood Manor and Terrace are assisted living residences for Senior's. They are owned and operated by Winnipeg Mennonite Seniors Care Inc. The Mission of the Board of Directors and the sponsoring churches is to provide seniors with a wide range of housing, recreational, social, and spiritual services in a caring supportive Christian community.

**REPORTING RELATIONSHIP:** Directly to the Resident Care Director

**QUALIFICATIONS:** Knowledge and understanding of the aging process, and special needs in this regard including assessment skills to help determine levels of need. Experience working with the elderly Excellent written and verbal communication skills. A broad knowledge of community health/social resources for seniors. Ability to liaison with a wide spectrum of services both internally and within the community. Post-secondary education or a certificate in a health field or other related discipline preferred. Proficiency in MS office required.

**QUALITIES;** The ability to work in a team setting and provide leadership in advocating for residents. A commitment to the mission and vision of the organization, and a support of Christian values. Individual initiative and flexibility. The ability to clarify one's own responsibilities and accountabilities with others. The ability to approach challenges as opportunities, and collaborate with staff and others to develop innovative solutions.

**POSITION ABSTRACT:** This 40- hour per week position is responsible for the assessment and evaluation of the needs of residents in the assisted living portion of the WMSCI campus. The position will involve initial intake as well as ongoing assessment of resident needs. The position will also require referral, communication, and liaison service coordination both internal and within the greater community. This person will be an advocate for the residents, and perform administrative duties as required. The main focus is to assist residents and employees in fostering aging in place.

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<sup>1</sup> In order to adapt to changing business needs, WMSCI, may from time to time, change my title, responsibilities, and/or reporting relationship.

## **Duties and Responsibilities**

1. To be responsible for the assessment of Lindenwood Manor / Terrace residents. This will include intake and discharge assessments as well as tracking and dissemination of relevant information on resident's hospital status.
2. To provide information and referrals to residents and their families regarding both internal and external resources.
3. To facilitate communication and act as an advocate for residents and their families with said resources.
4. To act as a facilitator coordinator and educator of both staff and residents regarding Health maintenance and promotion with in the Manor/Terrace. This will include facilitation of onsite Flu Clinics, blood glucose and blood pressure clinics as well as other health related clinics. For staff this person will have a role in workplace safety training and employee wellness initiatives such as disease prevention and universal precautions.
5. To have a role in quality /risk management including tracking trends through recordable event forms, and following through with information and planned responses as needed to facilitate a coordinated response from staff to resident needs which present specific challenges.
6. To carry a radio and attend emergencies when needed.
7. To visit residents on an as needed basis and keep careful documentation of these visits.
8. To work as a part of the administrative structure by keeping relevant statistics and files as required.
9. To hear resident concerns with an awareness of their need to be heard and valued.
10. To take leadership in planning and executing strategies for communication of company protocol for issues which arise in community living, including bed bugs, and/or other health related issues within the community.
11. To carry out other duties as assigned.