



Job Title Resident Flow Coordinator

Posting Number: 2022-013-RFC-PPT-02

Permanent Part Time (.5) NSNU

About Us

Seaview Manor is a compassionate provider of resident centered continuing care serving primarily Zone 3 of the Nova Scotia Health Authority. We are located on the scenic coast of Glace Bay, just 20 minutes from Sydney. We are committed to providing an optimal quality of life for our residents and provide individuals a full scope of programs and services through a safe, nurturing, and caring environment.

Role Summary

The Resident Flow Coordinator (RFC) works under the direct supervision of the Director of Clinical Services and Professional Practice. As a member of the Seaview Manor team, the resident flow coordinator will work in collaboration with continuing care, other health care facilities, families, residents, and staff of Seaview Manor to ensure safe and effective admissions process and ongoing resident flow/care requirements. The RFC plays an integral role in in resident advocacy by advocating for the rights of residents and families in the delivery of service and care.

The resident flow coordinator also plays a coordination role in the Collaborative Care Model providing holistic, resident focused care to meet the defined needs of individuals and families. The Resident flow coordinator develops therapeutic and professional relationships with residents, families, continuing care, and members of the interprofessional team respectively providing for safe, effective and ethical care to a defined group of residents.

Qualifications

- Current registration with the College of Registered Nurses of Nova Scotia
- Minimum 2 years clinical experience
- Experience in Continuing Care (Homecare/LTC) an asset
- Valid First Aid/CPR certification
- Successful completion of Dementia, understanding the Journey
- Evidence of good attendance and job stability
- Proficient Microsoft Office Computer skills
- Excellent oral and written communication including presentation skills
- Must be detail oriented with proficient organizational skills

Performance Requirements

Applicant must demonstrate both physical and mental capabilities in performing the required duties as outlined in the role description. Honed Assessment skills and critical thinking skills, strong interpersonal skills and effective conflict resolution experience are key performance requirements. Effective Teamwork is essential to the success of the position as the role will collaborate frequently with other members of the Interprofessional Resident Care team in the coordination of resident flow (i.e. admissions, transfers both internal and external and discharges). This position requires the successful candidate to be a multi-tasker



with strong tolerance for an ever-changing environment. The successful candidate must be self-directed, exhibit leadership qualities and work with minimal supervision.

Interested applicants are invited to submit a cover letter and resume to noting the Posting Number, 2022-013-RFC-PPT-02 to careers@seaviewmanor.ca. We thank all those who apply, only those selected for further consideration will be contacted. Posting will remain open until filled.