



**JOB POSTING**  
**PERMANENT PART TIME- RESIDENT FLOW COORDINATOR**

<b>Posting Number:</b>	<b>2023-002-RFC-001</b>
<b>Date Posted:</b>	<b>February 17<sup>th</sup>, 2023</b>
<b>Posting Closing Date:</b>	<b>February 24<sup>th</sup>, 2023 at 1630hrs</b>
<b>* Include Posting Number in your cover letter**</b>	

**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.

**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.

**Please submit a current resume and cover letter, noting the posting number, to  
careers@seaviewmanor.ca by February 24<sup>th</sup>, 2023 no later than 16h30.**

***\*Applications received after the posted deadline will not be accepted.***

**Cathy McNeil**  
**Manager of Clinical Services & Clinical Projects**