



Job Posting

Job Title:	Nursing/Medical Assistant	Job Status:	Pilot – Contract, with possibility of renewal
Department:	In-Home Services	Employee Group:	Non-Bargaining Unit
Reports To:	Manager, In-Home Services	Direct Reports:	Personal Support Workers (PSWs)
		Hours Per Week:	On Average 35 Hours
Job Posted On:	August 05, 2021	Job Closing On:	August 19, 2021

TransCare Community Support Services is a charitable not-for-profit corporation dedicated to providing home and community support services for people who need assistance due to illness, convalescence, disability, or functional limitations related to aging. We offer a continuum of services to facilitate independent living, comfortably and safely in the clients' homes, and in the community.

Position Overview:

Responsible for conducting interim patient assessments and client screenings. This position supports the Field Supervisor, ensuring that Personal Support Workers (PSWs) and other workers maintain a high level of standards to meet contractual obligations through trainings and compliance with agency policies and procedures.

Primary Duties & Responsibilities:

- Conduct interim and emergency assessments of patients via telephone or in their residence within specified timeframes.
- Work collaboratively with the In-Home Services team in maintaining Home & Community Care Support Services (HCCSS) contractual requirements for assessments, reporting and training, as well as the development of service care plans for patients and caregivers.
- Demonstrate flexibility in work schedule to accommodate patient and staff needs.
- Assist in the maintenance of comprehensive record keeping system for patients and Personal Support Workers (PSWs) within the program, including assessment, care plans, progress reports, incident reports, and other documentation requirements, as delegated.
- Assist with the evaluation of the program in meeting patient goals of care to ensure objectives and timelines are achieved, under the supervision of the Field Supervisor.
- Work with the Supervisory and Coordinator team to ensure key performance indicators are met for agency and contractual performance.
- Maintain reporting relationships with funders.
- Ensure that all patient and staff concerns and complaints are reported, addressed, documented and escalated appropriately in a timely manner.
- Represent TransCare® at program-related meetings, both internally and externally; including maintaining presence and relationship building with key partners.
- Assist with Quality Assurance, Risk Management, and Health & Safety programs.
- Conduct agency clinical training and educational activities.
- Adhere and follow TransCare®'s policies and procedures to ensure compliance.
- Assist with other duties as determined by the Program Manager and Field Supervisor.

Job Specifications: (Minimum Knowledge/Education, Experience, Skills and Abilities normally required for competent performance in the job)

- Foreign-trained Doctors or Nurses who are working towards obtaining their Canadian licensing.
- Experience in gerontology and/or other healthcare sector training an asset.
- Fluent in written and verbal English. Ability to speak a second language an asset.
- Hands-on experience and knowledge in patient care.
- Maintain up-to-date clinical knowledge.
- Valid CPR certification.
- Sensitive and responsive to patient and staff diversity (culture, age, language, condition) and communication challenges.
- Self-directed, results and detail oriented, with the capability to work independently or in a team environment.
- Demonstrated working knowledge of the Employment Standards Act, WSIB guidelines and infection control principles and practices.
- Able to maintain confidentiality regarding patients and company proprietary information.
- Ability to relate professionally and positively, and work cooperatively with patients, caregivers, and other employees at all levels.
- Must have at least basic computer skills (knowledge on the use of Microsoft Outlook, Word and Excel).
- Solid knowledge of principles, practices, and methods of community nursing and service delivery to clients, as well as program development, implementation and evaluation.
- Solid speaking skills in group settings.
- A valid Ontario driver's license and access to a reliable vehicle.

Work Conditions and Physical Capabilities:

- Able to work during the business operating hours of 8:30-4:30
- Office environment, with significant computer and telephone use.
- Can lift and/or carry 6-13.5 kg (15-30 lbs.).

Job Application Instructions:

Please submit your job applications via e-mail to careers@tcare.ca, quoting the position to which you are applying to in the subject line, or via fax to (416) 646-3576, no later than August 19, 2021. All applications will be held in strict confidence.

TransCare® is dedicated to addressing specific clients' needs including; gender, language and cultural requirements in particular, when providing personal care for older adults with challenges. Selection of personnel will be based on current clients' needs at the time of posting.

We thank you for your interest in applying to TransCare®; however only successful candidates selected for an interview will be contacted.

Disclaimer:

TransCare® Community Support Services is an inclusive and equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, The Pay Equity Act, the Occupational Health and Safety Act, and all other applicable legislation.

The information in this description has been designed to indicate the general nature and level of work performed by employees in this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required by employees assigned to this job. The agency reserves the right to make changes to this position as business dictates.