



**GOOD SHEPHERD
MINISTRIES™**
WELCOME HOMELESS

Title: Healthcare Coordinator (Full Time)

Reports To: Assistant Executive Director

Department: Healthcare Services

We are currently accepting application for Full Time Healthcare Coordinator position for forty (40) hours per week.

Role Summary and Responsibilities:

Job duties for this position include: observing all health and safety rules and regulations and working in a manner that minimizes risk to yourself, clients; co-workers and others as well as to the property of the Good Shepherd Ministries; performing job responsibilities in accordance with the Occupational Health and Safety Policies and the Occupational Health and Safety Act; responding to medical emergency for co-workers and volunteers and summon appropriate assistance; scheduling and providing appropriate medical attention as required by clients; accompanying clients to medical appointments as required; working with clients to create an appropriate care plan and follow-up regularly with other care providers; working effectively with other service providers, including doctors, Public Health and outreach workers and to ensure that appropriate medical care and attention are provided; identifying and proposing partnership opportunities for the medical needs of clients; coordinating with other departments within Good Shepherd Ministries to case manage complex clients; advocating for the medical needs and accessibility gaps on behalf of clients; liaise with suppliers and ensure that the medical clinic is stocked as required; developing, maintaining and administering the Medication Policy, including guidelines for the distribution and safe-keeping of medication for clients; maintaining accurate records, documents and files as per the Ontario College of Nurses and accepted medical standards; maintaining the confidentiality and ethical standards of Good Shepherd Ministries at all times; performing any other tasks as required that may from time to time be assigned by the Assistant Executive Director, or designate.

Skill, Nature and Scope include:

- Demonstrated commitment to the Mission, Vision and Values of Good Shepherd Ministries is a requirement.
- An ability to appreciate the complexity and demands of 'hard to serve' individuals from diverse backgrounds.
- A graduate of a post-secondary Nursing program, preferably a Bachelor of Nursing, and be a registered member of the Ontario College of Nurses.
- A minimum of two (2) years direct care experience, and have worked with homeless and marginalized populations.
- CPR, First Aid and AED Certificates acquired through a recognized course.
- Strong documentation and computer knowledge.
- Familiar with the medical and para-professional services within the Greater Toronto Area and have direct experience with resourcing and referring services.
- Thorough knowledge of all applicable legislation including the Freedom of Information Act, the Mental Health Act, etc.
- Excellent interpersonal, communication and organizational skills with the ability to handle multiple tasks and set priorities, as well as to maintain team work which may include sharing work overload.
- Self-motivated, self-directed and possess the necessary skills and confidence to work in a busy, demanding work environment and deal with difficult client groups.
- Excellent written communication and interpersonal skills to maintain team work with the ability to communicate effectively with individuals from diverse backgrounds.

Wages:

\$30.85 per hour start rate and \$31.53 per hour after successful completion of probation period.

Please send application and resume to employment@goodshepherd.ca OR by regular mail: to the attention of Human Resources, 412 Queen Street East, Toronto, ON, M5A 1T3.

We thank all applicants for their interest in this opportunity, however, only those selected for interview will be contacted.