

Fairhaven is proud to be one of the leading-edge Long-Term Care Homes in Ontario currently offering an exciting opportunity within our team. We are currently seeking an Admission Coordinator/Social Service Worker to join our compassionate, caring, and forward-thinking group of professionals. Fairhaven offers an extraordinary, dedicated, and considerate work environment that demonstrates core values while offering excellence in healthcare with a primary overall focus of improving the lives of our residents every day.

Fairhaven is committed to providing a positive and healthy work culture through consistent collaboration, open communication, along with ongoing training and professional development opportunities throughout our organization. Competitive compensation, extended health benefits, OMERS pension, employee assistance program and much more to making this position ideal for an exceptional Human Resources Professional. Fairhaven recognizes the key to our success is in our employees.

Admission Coordinator/Social Services Worker
Full-Time Permanent

Reporting to the Programs & Support Services Manager, the Admission Coordinator/Social Services Worker (SSW) manages new resident admissions, discharges and transfers. The Admission Coordinator/SSW is responsible to develop relationships with families and residents to ensure a positive experience during transition and assess the psychological needs of each new resident to create an individualized plan of care.

The Admission Coordinator (SSW) will be responsible to participate in the social work program to provide psychological assessments and direct social work services to Fairhaven Residents. The relationship between the Admission Coordinator/SSW and residents and family members begins during the admission process in accordance with Fairhaven's Mission, Vision and Values of Fairhaven.

The Admission Coordinator/SSW exhibits highly ethical behaviour at all times, and facilitates a collaborative working environment, by employing proven leadership, teamwork, innovation, and creative practices.

RESPONSIBILITIES

1. Liaises with community partners (HCCSS-CE), families, hospitals and other community health and social services agencies to enrich the resources and communications for residents, families and staff.
2. Manages the portal for potential residents. Assesses, selects and admits prospective resident and respite clients, facilitates discharges and internal transfers. Provide current documentation for waitlist residents awaiting first choice placement.
3. Promote the development of social work and/or practice internally and externally through research, evaluation studies and other professional activities/publications.
4. Schedule and attend admission care conferences and care planning as set by MOLTC.
5. Provide Psychological assessment and direct social work services in accordance with social work clinical practice protocols and standards to residents and their families.

6. Conducts tours of the Home to prospective residents and families, selects material to be included in the tour packages.

7. Works with Resident Care Services to ensure residents administrative files and medical records are current regarding substitute decision making etc.

QUALIFICATIONS

- Social Service Worker diploma from an accredited school and eligibility for membership with professional associations (Ontario College of Social Workers and Social Service Workers).
- 1-2 year's experience in Social Work practice in a health care environment preferably with expertise in working with adults and their families. Experience in a Long-Term Care home an asset.
- Knowledge of Fixing Long Term Care Act, as well as other provincial acts, regulations and various pertinent legislation preferred.
- Ability to work cooperatively within an interdisciplinary team.
- A highly developed sense of ethical behaviour and demonstrated integrity and professionalism.
- Effective communication, proficient report writing, strong problem solving, conflict resolution and presentation skills.
- Proven organizational and time management skills.
- Proficient in Microsoft Office Excel and experience in all Microsoft applications.

We appreciate receiving all applications; however only those candidates selected for an interview will be contacted.

Please be advised that in order to be eligible for employment at Fairhaven, all new hires must have received the full series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by Health Canada AND have received the final dose of the COVID-19 vaccine at least 14 days prior to start date. Medical exemptions or any other kind of requested exemption based upon Fairhaven's obligations pursuant to the Ontario Human Rights Code will be considered on a case-by-case basis.

Please note that if hired, your employment with Fairhaven will be contingent on receipt of a police and vulnerable sector screening free of criminal activities and satisfactory to Fairhaven's screening policy.

Fairhaven is an equal opportunity employer; accommodation will be provided in accordance with the Ontario Human Rights Code.