



CENTRAL EAST COMMUNITY CARE ACCESS CENTRE – SCARBOROUGH BRANCH

POSTING #CE-224-09-S

Job Title:	Coordinator, Community Palliative Care Program (CPCP)
Job Status:	Regular Part-Time
Employee Group:	Non-Union
Reports To:	Program Director, Chronic Disease Management

Your Opportunity to Make a Difference:

As a Coordinator, Community Palliative Care Program (CPCP) you will report to the Program Director, Chronic Disease Management and will be responsible for coordinating the services of the Nurse Practitioners, overseeing the program and working with other Central East health care partners.

Key accountabilities will be to:

- Work collaboratively with the Nurse Practitioners, by receiving initial referrals and determine if appropriate for nurse practitioner services.
- Connect with various stakeholders in regards to Nurse Practitioner referrals including physicians, nurses, palliative providers, others.
- Process new admissions, network with CECCAC staff and if appropriate, input client information into the electronic client database system.
- Apply project management techniques and coordinate the evaluation of the program.
- Manage the budget for the program
- Identify opportunities, initiatives and approaches to maximize efficiency, synergy of the program.
- Produce monthly statistical reports.
- Provide leadership in the communication and promotion of the program

Minimum Qualifications and Education:

- A degree in a health-related discipline, Health or Public Administration, or relevant field from a recognized University or the equivalent of education and experience.
- Minimum of 3-5 years with progressively responsible experience in the healthcare field
- Ability to work well with others, build teams, foster an environment of innovative problem-solving, conflict resolution and collaborative relationships with all stakeholders.
- Experience in project management, evaluation and data tracking.
- Experience in managing budgets
- Experience in communications and promotion, presentations and public speaking.

- Knowledge of the current and changing dynamics of the health care system and related support services.
- Familiarity of Hospice Palliative Care policy, funding services (national, provincial and regional), Hospice Palliative Care services both locally and provincially as well as various hospice palliative care service delivery models.
- Strong computer skills (e.g. Word, Excel).
- Effective time management and organizational skills.
- Proven ability to multi-task and meet deadlines.
- Effective communication, oral and written.
- Bilingualism: (French) is considered an asset.

Work Environment and Hours of Work:

- 8:30 a.m. - 4:30 p.m. Monday to Friday
- Other hours as required to meet the needs of the organization.

Position Location and Travel:

This position is to be located within the Scarborough Branch of the CECCAC. A valid driver's license and access to a vehicle is required.

Apply online the HR common email address at hrinfo@ce.ccac-ont.ca, stating in the subject line the posting #CE-224-09-EX. Please note, applications will only be considered through this email that adheres to the closing date in the posting.

- **Candidates should submit a cover letter and detailed resume' outlining their skills, abilities, experience and qualifications**
- **There may be an interview and/or testing as part of the process**

Applications will be received until this position is filled.