



Work for the community, Carefirst is your Choice

Client Service Coordinator

Responsibilities:

- Conduct eligibility and service needs assessments for in home services
- Develop, initiate and coordinate individualized care plans for eligible clients and provide ongoing resource management and discharge planning as appropriate
- Provide client-centered care through administration of comprehensive client needs assessment, ongoing case management and care coordination
- Provide supervision of personal support workers including scheduling, performance management and field support
- Handle client issues and staff related issues under the guidance of the supervisor
- Collaborate with other units to ensure service continuity for clients

Requirements:

- Degree in social work or nursing and three years' experience in a community based organization or health care sector
- Familiar with in-home health care and assisted living services
- Outstanding assessment skills with good judgment and instinct in understanding clients' needs
- Demonstrated case management and coordination experience
- Excellent communication and problem solving skills
- Proficient computer skills in Microsoft Office, InterRAI Cha and CIMS is an asset
- Ability to work independently with little direct supervision
- A valid Ontario driver's licence and a vehicle for business use
- Proficiency in spoken English and a second language commonly used by our clients such as Cantonese and Mandarin
- A valid vulnerable police record check completed within one year

Qualified Applicants are invited to forward their resumes in confidence to:

The Hiring Committee
Carefirst Seniors & Community Services Association
300 silver Star Blvd
Scarborough, Ontario
M1V 0G2

Fax: (416) 502-2382
Email: hr@carefirstseniors.com

We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange a reasonable and appropriate accommodation

While we thank all candidates for their interest, only those selected for an interview will be contacted.