



WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

Admissions / Program Coordinator - SJV

Working at St. Joseph's Health Centre is a great career choice! It offers management, supervisory and administrative roles in both long term care and hospital environments and provides opportunities to liaise with community partners at all levels. Our organization is known throughout the North for its efforts in facilitating change in the healthcare system, optimizing our resources, and maximizing the quality of life for our residents and patients. As a not-for-profit organization, we focus our resources where they can make the greatest impact and serve the most vulnerable. Consider a role with St. Joseph's Health Centre as an opportunity to make a genuine difference in the lives of others.

Wage rate: \$26.63 to \$31.34 hourly (commensurate with experience)

Start date: As soon as possible

Application deadline: August 12, 2022

St. Joseph's Villa is a 128-bed long-term care home providing the highest standards of resident care. Our approach to holistic care respects the unique needs and fosters the spiritual, physical and emotional wellbeing of each of our residents. We are a faithbased organization guided by core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring.

The primary goal of the Admissions/Programs Coordinator is to ensure our residents are receiving high quality, person-centred care that is in alignment with our values of Dignity, Excellence, Service and Integrity. The Admissions/Programs Coordinator performs a dual function within our long-term care home. With respect to the Admissions function, the Coordinator reviews applications for residency and liaises with referring agencies and all Villa departments to facilitate the admission processes. In the Programs role, the Coordinator manages the Life Enrichment Department staff and oversees the planning, delivery and evaluation of all recreational, leisure, and therapeutic programming for the residents. They provide supervision, mentorship and performance management for the Life Enrichment staff and ensure the efficient use of all human and material resources. The Admissions/Programs Coordinator works with a strong management team and a dynamic interprofessional team to ensure excellence in leisure and therapeutic programming that optimizes the quality of life and the physical and psychological wellbeing of our residents.

Additional duties include but are not limited to:

- Human resources management functions related to recruitment, training, and leadership development for the Life Enrichment team
- Program evaluation and short- and long-term planning and budgeting for the department and its resources
- Extensive liaison with community partners, referring agencies, families, Powers of Attorney, and applicant residents regarding the admission process and related requirements and documentation

QUALIFICATIONS:

- Post-secondary degree/diploma in Recreation Therapy, Therapeutic Recreation, Kinesiology, Recreation and Leisure Studies, or related post-secondary discipline, or be enrolled in a community college or university diploma or degree program in such a field (with scheduled completion within three years of hire date)
- Two to three years of direct supervisory or management experience
- Two years of experience in therapeutic recreation or leisure management programming in a health care setting, preferably in long term care
- COVID-19 vaccination is required to work in our facility



ABOUT ST. JOSEPH'S HEALTH CENTRE:

St. Joseph's Health Centre oversees the operations of St. Joseph's Villa (a 128-bed long term care home) and St. Joseph's Continuing Care Centre (a 64-bed continuing care hospital) in Sudbury, and Villa St. Gabriel Villa (a 128-bed long term care home) in Chelmsford. Our Administrative team supports all three facilities and manages clinical, operational and financial services. We are a faith based organization guided by our core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring.

Please consider joining our team of dedicated professionals if you share a genuine commitment to the wellbeing and care of our patients, residents and staff.

HOW TO APPLY:

Please indicate the Job Title of the position to which you are applying in the subject line of your email or fax cover sheet.

**St. Joseph's Health Centre
Attention: Human Resources**

1140 South Bay Rd
Sudbury, ON P3E 0B6

Fax: 705-674-9550

Email: hr@sjsudbury.com

St. Joseph's Health Centre offers a competitive salary, comprehensive benefits package, HOOPP pension, and career development opportunities. Relocation assistance available for new employees.

We thank all applicants for their interest and invite applications from persons with disabilities. Only those applicants selected for interviews will be contacted.

Please advise at the time of contact if you require accommodations for your interview.