



**Clinical Resource Nurse & Admissions Coordinator
(Permanent, Full-Time Position)**

Join us for an opportunity to apply your clinical and leadership skills within a compassionate, relationship-centred residential hospice environment that provides personal, end-of-life care, putting residents and those they call family and friends first.

The Clinical Resource Nurse & Admissions Coordinator is responsible for providing clinical expertise and knowledge to the clinical team. The Clinical Resource Nurse & Admissions Coordinator supports the development of employees providing resident care ensuring that practice and programs are current and based on the fundamental principles of hospice palliative care as established by the Canadian Hospice Palliative Care Association, Best Practice Guidelines, and the Hospice Palliative Care Ontario standards. The Clinical Resource Nurse & Admissions Coordinator is instrumental in fostering a climate of professional compassionate care, and healthy team work and team relationships. The Clinical Resource Nurse & Admissions Coordinator collaborates with the Executive Director and Manager of Clinical Operations to look after the day to day operations and provides on call coverage and support.

Hospice Palliative Care is a philosophy of care which focuses on comfort, quality of life, and supporting the precious moments families will share with their loved ones during their final days together. In collaboration and consultation with physicians, multi-disciplinary care team, and volunteers, we support our residents to live each day with dignity and honour by providing compassionate, end-of-life care in a home-like setting. Hospice is a signatory partner of the Chatham-Kent Ontario Health Team and the Clinical Resource Nurse & Admissions Coordinator will participate in the evolution of the integration of Chatham-Kent Hospice within the local health team.

Duties and Responsibilities:

- Supports referrals for C-K Hospice clients transitioning from hospital and/or the community
- Implements the intake and placement of new residents in collaboration with Physicians and Manager of Clinical Operations or designate, as required
- Acts as a liaison between hospital and community partners for the ease of transition to hospice
- Supports the inter-professional team with complex cases
- Participates in clinical rounds and daily huddles
- Completes the daily work/staffing assignments, assists with any modifications, and reviews with the Manager of Clinical Operations or designate as needed

- Ensures all interactions with residents and their supports demonstrates respect, dignity and compassion and facilitates open communication related to resident needs, or suggestions for improvement
- Collaborates with Lead Physician for medical staff service provision, on-call coverage, training opportunities and other medical-related needs
- Investigates incident reports, risk management, infection control practices
- Establishes an environment of interprofessional practice through communication, support and team development
- Assists staff in identifying their learning needs to support their ongoing professional growth
- Plans, prepares, and maintains materials for use in staff education and orientation ensuring they meet all professional, legislative, and hospice standards
- Ensures resident care plans are based on the individual residents' goals, Best Practice Guidelines, and the fundamental principles of Hospice palliative care that are established by the Canadian Hospice Palliative Care Association.
- Provides ongoing mentorship to staff
- Supports and participates in Risk Management and Quality Improvement programs and promotes QI program goals with the team
- Participates in policy and procedure development, ensuring the Hospice complies with relevant Hospice Palliative Care Ontario (HPCO) and Canadian Hospice Palliative Care Association (CHPCA) standards, procedures, policies and guidelines.
- Ensures that all clinical policies and procedures are current and available for staff
- Conducts routine audits of resident charts and reports results to the Manager of Clinical Operations or designate
- Leads by example in demonstrating the importance of health and safety in the workplace
- Participates in hiring of new staff by being involved in interviews, supporting onboarding and orientation
- Collaborates with the Manager of Clinical Operations and Human Resources Generalist to manage staff scheduling and absences
- Provides orientation and mentorship to new clinical staff and in collaboration with Volunteer Coordinator, direct support volunteers
- May be required to provide coverage for a clinical shift when all efforts to fill a shift have been exhausted and supports or covers staff breaks as required
- Assists with day to day operations including but not limited to: medication destruction; pharmacy communication; monitoring client usage sheets; inventory and supply (office & medical) ordering; and non-formulary supply orders
- Participates in team meetings and/or other educational activities that may occur outside of the normal working hours
- Adheres to policies, procedures and best practice standards of Chatham-Kent Hospice and any regulating, professional and accrediting bodies
- Assists the Manager of Clinical Operations in identifying need for changes in current practice and assists with the implementation of the required changes
- Ensures all legislative, professional practice standards, and college requirements are met for all
- Understands and promotes the culture of philanthropy at Hospice and serves as a philanthropic ambassador within the organization and in the community.

- Participates in the on call coverage schedule
- Other duties as assigned

Desired Qualifications:

- Registered Nurse in good standing with the College of Nurses' of Ontario
- BScN degree
- CAPCE and LEAP certifications
- Canadian Hospice Palliative Care Nurse certification with the Canadian Nurses' Association (CNA) an asset OR required to obtain within 2 years
- Minimum of 3 years' experience in Palliative Care setting
- Strong current knowledge of hospice palliative care philosophy and practice
- Skill in computers and proficiency with Microsoft office and InfoAnywhere
- Excellent communication skills
- Ability to manage conflict utilizing conflict resolution strategies
- Ability to be flexible and adaptable
- Demonstrates leadership skills and the ability to function on an inter-professional team
- Demonstrates good critical thinking, assessment, and problem solving skills
- Demonstrates interest in ongoing professional development
- Valid driver's license, reliable vehicle for work related purposes, current vehicle insurance

To join our dynamic team, please send your cover letter and resume in PDF or .docx format, or any questions or requests for support for accessibility to Sarah Baute, Human Resources Generalist (sbaute@chathamkenthospice.com) by 4:00pm on Tuesday, August 10th, 2021.

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Chatham-Kent Hospice is an inclusive employer dedicated to building a diverse workforce. We welcome and encourage applications from all qualified candidates, who embrace our core values, and will accommodate applicants' needs throughout all stages of the selection process. All information received relating to accommodation will be addressed confidentially.

Offers of employment to prospective employees are conditional upon the successful completion and disclosure of a Police Records/Vulnerable Sector Check, and must have a valid driver's license.

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