

Title: Health & Wellness Coordinator, Nurse
Company: Hamilton High Street Residence
Management Location: Hamilton High Street Residence, Richmond, BC
Published: October 8, 2020
Closing Date: October 22, 2020

Management Company Overview:

NCL New Coast Lifestyles is a forward-thinking seniors retirement home developer and management company operating in British Columbia and Alberta. We are a family owned and operated business with over 40 years combined experience in the senior's home industry and 60+ combined years in the service industry.

Residence Overview:

Currently under construction, Hamilton High Street Residence (HHSR) is a multi-level senior's community located at 23100 Garripie Avenue in east Richmond, BC. HHSR consists of 130 units (88 rental, 30 club condos, 12 memory care), a commercial kitchen, commercial laundry room, exercise room, pool(s), hot tub, movie theatre, multi-purpose room and much more.

Title: **HEALTH & WELLNESS COORDINATOR, NURSE**

Department: Administration

Reports to: General Manager

Works with: General Manager, Resident, Service Manager, Marketing & Sales Coordinator, Active Living Coordinator

Subordinates: Resident Care Attendants

Position Summary: Under the direction of the General Manager, The Health & Wellness Coordinator, Nurse is responsible for operating the Memory Care, Assisted Living and our LiveSmart Wellness Program. LiveSmart Programs include seminars, guest lectures, health fairs to promote a healthier independent lifestyle. Memory Care and Assisted Living Services will be under your direction and require assessment, service plan advice to resident and family, implementation, and direction/oversight of staff

Performance: Must understand and be able to perform all office and related procedures in a safe, professional, courteous, efficient, and organized manner

Confidentiality: Maintains the confidentiality of information relating to residents, families, colleagues, and operation of the residence.

Driver's License: Not applicable



- Other:**
1. Must be free from communicable diseases
 2. T.B, Criminal Record & Vulnerable Sector check – pre-employment
 3. Current RN License or Well Experienced LPN Registration and License

Changes: This job description is subject to change by management without notice.

Experience/Qualifications:

Must be knowledgeable and experienced in:

- Computer programs including word, excel, power point and others as needed.
- Office set up and record maintenance
- Knowledge of older adults' health, challenges, and care support
- Skilled in head to toe assessment, problem solving and decision-making
- Experience in the Public Health or private health clinics and/or care centres, case management

Education:

1. At least 3 years' experience in a related setting
2. Registered RN or LPN nurse preparatory education
3. Geriatric specialty/credentials are definite assets

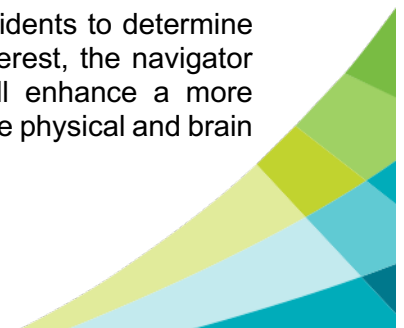
Personal Characteristics:

1. Empathy for and understanding of the needs of seniors, their families, and the ability to communicate in a supportive, non-threatening manner.
2. The ability to promote a healthy lifestyle and encourage residents to improve their health and independence
3. Effective collaborative teamwork skills

Responsibilities and duties:

Wellness

1. Provides assessment and or screening of residents of concern to determine independent status, care needs or relocation to higher care.
2. Monitors incidents to determine if health is failing and determines if residency can continue, requires a service plan or transfer to higher level of care.
3. Develops clinics (weight, blood pressure, hearing, fitness, medication management) seminars, speakers on topics of interest and importance for the resident population.
4. As an advisor in the LiveSmart Wellness Program, meets with new residents to determine their interest in developing a Personal Enrichment Plan. For those interest, the navigator assists each Resident to chart a Personal Enrichment Plan that will enhance a more independent and satisfying lifestyle. Gently encourages participation in the physical and brain



fitness programs, creative music therapy and various social programs. Communicates relevant plan details to the Program Co-ordinator. Follow-up to residents as needed.

5. Monitors status of residents in hospital and as an advocate ensures that they are not discharged without suitable care plans. Advises residents and families on recuperative support plans.
6. Liaises with the Case Managers for funded placement on behalf of residents where applicable. Communicates with resident physicians where appropriate and with approval of residents.

Memory Care/Assisted Living/Personal Care Services

1. Assesses resident situation and advises family/resident on personal service plan. On behalf of resident. All arrangements confirm final arrangements and payment plans.
2. Once authorized by resident/family, sets up plan for plan oversight and monitoring reports on an optional fee for service basis. Monitors effectiveness of plan through staff observation and discussions. Ensures service plans do not slip into long-term care.
3. Develops service a service plan based upon needs, and signs service contract with those authorized to do so. Directs staff to implement plan and monitors service quality. Liaises with physician and other professionals.
4. In the opening period it will be necessary to integrate housekeeping and care/services to minimize cost. In that light, work routines that integrate housekeeping and care services must be implemented in a manner that ensures ECO –green work practices and eliminates any cross contamination.
5. Monitors all residents sent to hospital and ensure that they return with adequate service plans
6. Arranges for transition services that keep residents safe and well-being protected.
7. Monitors & Increases service plan charges daily to ensure revenue received.
8. Maintains resident confidentiality and monitors staff compliance with privacy/confidentiality

Administration

1. Maintains confidential resident records of personal health enhancement plans, service plans and discussions electronically as well as hard copies
2. Develops service contracts for Assisted Living Services and channels paperwork to the Resident Service Manager for resident billing.
3. Maintains record of resident incidents and reports monthly to the General Manager
4. Documents discussions with residents/families
5. Is prepared to implement and oversee an in-house personal care/assisted living service when demand for service supports a staffing plan

Job Type: Full-time



Salary: From \$65,000-\$70,000

Benefits:

- Dental care
- Discounted or free food
- Extended health care

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday

Excellent salary & benefits and enviable working conditions.

Our website www.hamiltonhighstreet.ca is available for your reference.

Please APPLY by sending a cover letter and resume to: donna@hamiltonhighstreet.ca Please reference “**HEALTH & WELLNESS COORDINATOR, NURSE**” in the Subject Line of your email.

Deadline for Applications is October 22, 2020.

(NO PHONE CALLS PLEASE)

