



**North Eastman Health Association Inc.
Job Description**

Resource Developer/ Coordinator

Position Summary

The Resource Developer is responsible to plan, coordinate and deliver training and inservice education to Direct Service Workers in the Home Care Program to enhance their skills and assist in the recruitment and retention of staff.

The Resource Coordinator would be responsible to coordinate and ensure the efficient and effective delivery of direct services to Home Care clients; and be responsible to determine program eligibility through assessment with the goal of assisting clients to remain in the community or facilitate placement into a facility when community is no longer a viable option on a relief basis.

Reports To: Home Care Manager

Qualifications:

Education and Experience

- Baccalaureate Degree in a relevant health care profession (Nursing, Social Work, Psychology, Physiotherapy, Occupational Therapy etc.)
- Other combinations of education and experience would be considered;

Knowledge, Skills and Abilities

- Experience in adult education and community development would be an asset;
- Excellent communication and interpersonal skills;
- Experience or knowledge of the Home Care program would be an asset;

Duties and Responsibilities:

Plans, coordinates and delivers a training program to direct service workers for reclassification and advancement to the IAS4 classification on a regional basis.

In consultation with Program staff, identify educational needs of direct service workers and plans, coordinates and delivers inservice education to meet these needs by utilizing the most appropriate resources to maintain quality care.

Coordinate regional clinical experiences in Home Care for students enrolled in an approved Health Care Aide training course.

Provide assistance, vacation and or extended sick relief for Resource Coordinators in Pine Falls, Lac du Bonnet, and Whitemouth on a scheduled basis.

Provide assistance, vacation and or extended sick relief for Case Coordinators in Pine Falls, Lac du Bonnet, and Whitemouth on a scheduled basis.

Revised: _____
Date

Approved by: _____
Manager/ Supervisor Date

Approved by: _____
Vice President/ CEO Date

Reviewed by: _____
Human Resources Manager Date

NOTE: Original Signed and Dated March 26, 2001