



# Acclaim Health

*Solutions for Your Health Care Needs*

## **JOB POSTING**

**JOB TITLE:** Caseload Planner

**STATUS:** Casual Part-Time

**JOB NUMBER:** CK09-07

**DEPT:** Health Services

**Internal and External applications will be considered**

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Acclaim Health announces the availability of one (1) part-time Caseload Planner position for the Health Services Division. This person must be available to work on call for vacations and sick times and every fifth weekend.

### **PRIMARY FUNCTIONS:**

- Coordinates the day to day operations and schedules caseloads for RNs, RPNs and PSWs/HSWs in the community, clinics and hospices, ensuring the needs of internal and external customers are being met.
- Processes referrals from CCAC and private clients.
- Provides clerical support functions within the program, databases, employee and client file management.

### **QUALIFICATIONS:**

- One year Community College, Business Administration or equivalent.
- Minimum 1-2 years office experience and/or customer service experience.
- Good computer skills including MS Office Suite.
- Demonstrated ability to plan, organize, and co-ordinate activities.
- Previous experience in community health care setting will definitely be an asset.

**Qualified individuals may apply in writing to:**

**JOB # CK09-07**

Human Resources

Acclaim Health

Fax: (905) 827-5476

e-mail: [humanresources@acclaimhealth.ca](mailto:humanresources@acclaimhealth.ca)

Please note - only those applicants selected for an interview will be contacted.

*Acclaim Health is an equal opportunity employer.*