



JOB POSTING

JOB TITLE: Caseload Planner
STATUS: Casual Part-Time
JOB NUMBER: KV09-02
DEPT: Health Services

Internal and External applications will be considered

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 # KV09-02
Human Resources
Acclaim Health
Fax: (905) 827-5476
e-mail: humanresources@acclaimhealth.ca

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

Acclaim Health is an equal opportunity employer.