



Acclaim Health

Solutions for Your Health Care Needs

JOB POSTING

JOB TITLE: Caseload Planner
STATUS: Casual Part-Time
JOB NUMBER: KV10-08, KV10-09, KV10-10
DEPT: Health Services

Acclaim Health announces the availability of three(3) part-time Caseload Planner positions for the Health Services Division. 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 # KV10-08, KV10-09, KV 10-10

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.