

NURSE NAVIGATOR

**Posting # 21-04**

**Nurse Navigator**

**Permanent Full Time, Non-Union**

**75 Hours Per Pay**

**Opening Date: May 10, 2021**

**Closing Date: May 17, 2021**

***The Nurse Navigator, reporting to the Manager of the Hospice, will be the key contact for family & Residents prior to admission and will give over sight to the day to day activities of the Resident’s care, ensuring the highest quality of care is provided to all, in keeping with the Mission, Vision and Values of St. Joseph’s Villa/SJHS. Will nurture a home like environment.***

**DUTIES AND RESPONSIBILITIES:**

The Nurse Navigator will be responsible for, but not limited to:

* in the absence of the Manager of Hospice, is responsible for the oversight of Residents care in the Hospice
* receives referrals and initiates intake and assessment of those being referred
* manages the waitlist
* coordinates admissions and discharges to/from the Hospice
	+ obtaining orders from physician
	+ communicate admission/discharge information with team – staff and volunteers
	+ ensure that all supplies, equipment and medications are in place for the admission
	+ work with community partners in coordinating transfers
* leads daily huddles to prioritize the Resident/Family needs
* ensure day to day staffing levels are in place
* ensures that there are adequate supplies and order as needed
* complete daily random audit of charts to ensure care plans are being followed and documentation complete
	+ f/u with staff if there are any identified issues
	+ ensure all equipment is in good working order and arrange for repairs as necessary
	+ plan for team meetings
* ensure that policies are current and adhered to
* support Hospice Manager as needed

 **FORMAL EDUCATION/QUALIFICATIONS**

Graduate RPN of a recognized college

Currently registered with the College of Nurses of Ontario and entitled to practice with no restrictions

Certificate in Fundamentals in Palliative Care

**OTHER KNOWLEDGE, SKILLS AND EXPERIENCE**

Compassion and genuine interest in working with those who are dying

Minimum 5 years’ experience in End of Life Care

Demonstrated expertise in Pain & Symptom Management

Leadership qualities with excellent team work

Ability to navigate through systems in place

Awareness of an ability to work with families in crisis

Ability to organize and prioritize daily responsibilities for a team

eMar and additional computer skills

NURSE NAVIGATOR

To apply to this opportunity, please submit your resume, outlining how your knowledge, experience and personal attributes are a good fit with the requirements of this position and the values of Margaret’s Place Hospice by **May 17, 2021 to:**

NURSE NAVIGATOR

**Beverley Yates, Manager of Margaret’s Place Hospice**

**byates@sjv.on.ca** **- 905 627 9011 x 2263**

***EQUAL OPPORTUNITY EMPLOYER***

*Margarets Place is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*