



## JOB POSTING: Assistant RAI Co-ordinator , Information Management

<b>File #:</b> 22-047 A	<b>Status:</b> Full Time	<b>Posting Period:</b> Open
<b>Work Location:</b> Providence Manor	<b>Employee Group:</b> Non-Union	<b>Wage Rate:</b> \$ 58,110.00 - -\$68,347.50

### Position Summary:

Assists the RAI Co-ordinator/Supervisor in the co-ordination, implementation and ongoing management of Providence Manor’s Resident Assessment Instrument-Minimum Data Set 2.0 (RAI-MDS) and the supervision of other employees involved in the process; assumes the role of Acting RAI Co-coordinator/Supervisor in the coordinator’s absence.

Education & Experience:	Key Knowledge, Skills & Abilities:
<p>Current regulated or licensed health care practitioner</p> <p>Recognized RAI credentials or equivalent</p> <p>Two years’ clinical experience; supervisory and project leadership experience</p> <p>Prior experience working with RAI-MDS or similar systems</p>	<ul style="list-style-type: none"> <li>• Assist RAI users to successfully code assessments and provide support of validation of RAI process by supervising documentation of regulated and unregulated staff involved wholly or partly in the ongoing use of RAI-MDS 2.0 and any related or successor systems.</li> <li>• Work with designated interdisciplinary staff members to support the transfer of RAI-MDS 2.0 knowledge within Providence Manor</li> <li>• Ensure that the RAI process adhere to Providence Manor policies, MOHLTC regulations, relevant standards of practice and inter-RAI requirements (see CIHI User’s Manual)</li> <li>• Develop the resident assessment schedule and ensure completion, currency and accessibility to all RAI users</li> <li>• Prepare learning plans and resource materials to support staff in the ongoing use of RAI-MDS 2.0</li> <li>• Participate with team members in the development of processes that ensure data integrity, efficient data collection, timely assessment completion and data utilization</li> <li>• Coordination and completion of the Resident Assessment Tracking forms, Resident Assessment Protocols (RAPs) and care plans by the interdisciplinary team</li> <li>• Collaborate with Providence Care Centre Information Systems staff to generate RAI-MDS 2.0 reports and facilitate their use in operational and clinical decision-making.</li> <li>• Gathers information in preparation for the care conference and completes assessments, consents and documentation based on the regulation of MOHLTC for the care conferences.</li> <li>• Provides on-call nursing managerial coverage for a week every other month according to on call rotation</li> <li>• Deliver RAI-MDS 2.0 education and software training as required to designated staff during orientation, annual and ongoing basis.</li> <li>• Develops and leads the RAI process to ensure data accuracy, efficient data collection, assessment completion, Resident Assessment Protocols (RAPS), Care Planning and data utilization</li> <li>• Demonstrated leadership, mentoring, teaching and problem-solving abilities</li> <li>• Demonstrated organizational and time-management skills and proven ability to consistently meet critical deadlines</li> <li>• Strong oral, written and presentation communications skills</li> <li>• Ability to work in a collegial, consultative and collaborative fashion with interdisciplinary team members</li> <li>• Consistent ability to show conscientious attention to detail</li> <li>• Strong understanding of Data Quality and attention to detail in reporting</li> <li>• Demonstrated expertise in the use of various computer software applications, including Medecare, and the willingness and ability to upgrade skills as required</li> </ul>

Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: [work@providencecare.ca](mailto:work@providencecare.ca).  
 Contact Tim Huddle Human Resources Consultant 613.544.4900 x 53460 for a complete list of duties, responsibilities or inquiries.  
 We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.