



Job Title: Health and Wellness

Daily Tasks:

Morning Routine:

- Read daily reports and receive verbal updates from outgoing HWL.
- Conduct narcotic count.
- Dispense breakfast medications and sign Electronic Medication Administration Record (E-Mar).
- Book cabs for residents' appointments, arranging escorts if necessary.
- Contact families for medical and incident updates as required.

Administrative Responsibilities:

- Complete Significant Occurrence Reports (SOR) and fax to the City.
- Perform new admission charting as required.
- Contact physicians as needed.
- Schedule, confirm, cancel, and reschedule appointments, updating the appointment book.
- Liaison with service providers and agencies.
- Conduct blood sugar testing and administer insulin if necessary.
- Fax orders to the pharmacy or suppliers as needed.
- Complete any unfinished tasks such as appointment bookings, doctor's orders, etc.
- Complete and fax referrals as appropriate.
- Follow up on residents who did not report for dinner and/or medications.
- Arrange for the return of expired medications to the pharmacy.
- Check and order supplies as needed.

Healthcare Responsibilities:

- Administer lunch medications and sign Medication Administration Record (MARS).
- Perform residents' wound dressings if draining.
- Conduct Residents' oxygen treatments as required.

Documentation and Reporting:

- Complete Health and Wellness Liaison (HWL) notes.
- Write up the Daily Administrator Report and Healthcare Assistant (HCA) Report.
- Enter new residents in E-Mar.
- Monitor and fill in the whiteboard with resident information.

Ongoing Additional Tasks:

- Assist HCAs with lifting, new admission chart setups, LOAs, dosettes, SORs, and dispensing requested PRN meds.
- Handle emergencies by calling an ambulance, using transfer sheets, maintaining resident comfort, and copying MARS.
- Attend to Call Bells if HCAs are unavailable.
- Conduct quarterly tasks as needed.

Qualifications:

- Relevant healthcare or nursing qualifications.
- Previous experience in a similar healthcare setting.
- Strong organizational and communication skills.
- Ability to handle emergencies calmly and efficiently.

If you meet these qualifications and are dedicated to providing excellent healthcare services, we invite you to apply for this rewarding Health and Wellness Liaison position at Victoria Manor.