

# *Need to grow?*

## *We're here to help!*



### **Care Coordinator**

Our client, **Atlantic Caregiving Ltd**, is searching for a Care Coordinator

#### **Principal Responsibilities/Accountabilities:**

- Managing an existing contract portfolio and the placement of caregivers in new and existing vacancies
- Provide care to ACG clients when required
- Sourcing and screening new candidates in Bermuda and internationally, including interviewing, verifying qualifications, checking references etc.
- Developing new client relationships, networking with various medical and government bodies
- Providing on-site care assessments and developing care plans
- Visit clients to keep abreast of client's condition and environment
- Supervise caregivers and complete performance appraisals
- Serves as a liaison between the client and caregiver, scheduler, and human resources coordinator
- Performs other related duties as assigned

#### **Skills, Required Competencies and Abilities:**

- Registered Nurse, experienced in public sector nursing care and with elderly individuals
- Experience in delivering care to the elderly and children, adults is preferred
- Must have a car (fuel allowance provided), valid driver's license and clean driving record
- Must have excellent communication skills, exercise good judgement, work independently and have the ability to multi-task
- Must hold valid CPR certification
- Proficient in Word, Excel and online file and documentation systems
- Able to manage constant advances in technology and spearhead inputting and managing client and staff information
- Work outside of office hours, weekends and on-call as required
- Able to commit full-time service for a minimum of 24 months
- Familiar with policy and procedure management
- Provide impeccable references
- Must pass background check

Please submit applications to Bermuda Executive Services Ltd for the attention of Sarah Nicholson to [snicholson@queenmgt.com](mailto:snicholson@queenmgt.com)

Closing date for applications: March 14<sup>th</sup>, 2017



**Bermuda Executive Services Ltd.**

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