

CARE TRANSITION COORDINATOR (CTC)

Atlantic Caregiving Ltd is seeking a motivated and caring health professional to join our team as a Care Transition Coordinator (CTC). A CTC is a clinical liaison position to ensure continuity of care for persons transitioning into care from independent living or from a facility to home care or hospice environment. The position has two distinct general responsibilities: (1) following the receipt of a valid referral for home health or hospice services, directly communicating with and assessing the individual to improve the transition to the home setting; and (2) developing the referral relationships of the agency within the community.

Required Qualifications and Skills

- Registered Nurse with current Bermuda Nursing Council registration
- Bachelor's degree or higher in Nursing, Business Management, or Healthcare Management
- At least five years' experience in a healthcare environment with a minimum of two years in a supervisory or management position.
- Demonstrated organizational skills within a complex, fast-paced environment
- Ability to handle stressful situations/deadlines.
- Excellent oral/written communication, critical thinking, and interpersonal skills.
- Expertise with Microsoft Office programs specifically MS Word, MS Excel and MS PowerPoint. Experience with medical software programs.
- Ability to communicate effectively with all members of the care delivery team.
- Ability to support the philosophy, objectives and goals of Atlantic Caregiving.
- Regularly meets and informs the operational team, clinical team, and business development team of new client referrals and receives updates regarding the referred clients.
- Meet with and present the benefits of patient care at home to physicians and other referral sources in the community.
- A valid driver's licence and own transport.
- Willingness to work nights and weekends.

Desired Skills:

- Experience in home health business development
- Ability to forecast needs, set priorities, and execute against strategies.
- Ability to grow market share by obtaining referrals and increased participation in home health programs.
- Set and achieve goals for sales revenues.

Please apply in writing with a cover letter and CV to **manager@atlanticcaregiving.com**. Or phone for more details 292-9690.

Reference ACG/CTS/10/2022.

Closing date: November 4, 2022

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