

Personnel Posting #31-26/27

PERMANENT PART-TIME CARE COORDINATOR FAMILY HEALTH TEAM

Internal/External

Santé Manitouwadge Health is now accepting applications for the position of a ***Permanent Part-Time Care Coordinator in the Family Health Team.***

Salary: \$37.48 to \$42.60 per hour, commensurate with education, qualifications, and experience.

Qualifications (Education/Experience/Memberships):

- Diploma or degree in a relevant Health Care field
- Experience working in a primary care, Family Health Team, or community health setting preferred
- Knowledge of healthcare systems, referral processes, and patient flow coordination
- Familiarity with EMR systems and administrative processes
- Understanding of privacy legislation (e.g., PHIPA in Ontario)
- Proven ability to work well with others both internally and externally.
- Experience and/or increased education in the various clinical areas mentioned are an asset.
- Bilingualism is an asset.
- Knowledge of PS Suites and Meditech an asset
- Computer and Keyboarding skills required
- Regular attendance at work is required.

The above statements reflect the general details considered necessary to describe principal functions of the job identified. They do not serve as a detailed description of all the work requirements that may be inherent in the job.

Responsibilities:

- Serve as a primary point of contact for patients, supporting navigation of services within the Family Health Team and external healthcare system
- Coordinate patient appointments, referrals, and follow-ups to ensure timely access to care
- Facilitate communication between patients and healthcare providers, including physicians, nurse practitioners, and allied health staff
- Manage incoming and outgoing referrals, ensuring appropriate documentation, and tracking
- Support care transitions (e.g., hospital discharge follow-up, specialist coordination)
- Maintain accurate and up-to-date patient records in the electronic medical record (EMR)
- Assist with patient intake, registration, and scheduling processes
- Monitor and support preventative care reminders (e.g., cancer screening, immunizations)
- Identify patient needs and connect individuals to community and social services
- Support quality improvement initiatives and data tracking as required
- Address patient inquiries and concerns in a professional and timely manner



- Liaison with Santé Manitouwadge Health
- Ensure Compliance with PHIPA
- Other duties as assigned

Deadline: **Position is opened until filled**

Apply to: Linda Wieler, Employee Services Coordinator | applications@mh.on.ca
1 Health Care Crescent, Manitouwadge, ON P0T 2C0
807-826-3251 x 206

(Note: Please quote the personnel posting number “**PP 31-26/27**” in your application.)

Start Date: To be determined.

*Upon request, accommodations due to a disability are available throughout the selection process.
Santé Manitouwadge Health is an equal opportunity employer.*

Posted: 06 August 2026