



VACANCY POSTING

Vacancy:	Discharge Coordinator
Description of Position:	Temporary Full time
Number of Vacancies:	1 Position
Unit:	Discharge Planning
Wage Grid:	\$47.36 - \$67.79
Employee Group:	ONA
Shift Work:	<i>Monday to Friday, working four 10-hour shifts per week, with Tuesdays off in Week 1 and Thursdays off in Week 2.</i>
Weekend Work:	May be required

Date Posted:	August 7, 2026
Closing Date & Time:	August 14, 2026 at 1700 hours
Reference Number:	#26-116 T-FT DISCHARGE COORDINATOR

Please note: this posting is for an existing vacancy

ROLES AND RESPONSIBILITIES

PATIENT SAFETY

Every employee's responsibility is to ensure that the hospital's patient safety goal continues to be the centerpiece of our quality and risk management program and that every patient is treated within a safe environment. To ensure compliance with this goal, each employee must:

- Find, report, and prevent incidents/near misses or adverse effects
- Communicate/report areas of concern immediately to your Manager
- Complete a Near Miss Form or Incident Report to communicate or report incidents or near misses

SUMMARY OF POSITION:

Reporting directly to the Clinical Manager, the Discharge Coordinator is responsible for accessing and coordinating discharge planning in the designated areas of responsibility in the Hospital. The incumbent coordinates and monitors patient repatriation back to WDMH.

NATURE AND SCOPE OF WORK

PATIENT:

- Develop and implement individual patient discharge care plans
- Promote and ensure the early involvement of the patient and family in the development of the individual care plan
- Assess patients and consult with other health care professionals to determine the functional levels of patients
- Interview patients/families to identify health care needs, i.e. family support, financial supports, emotional and social needs

- Consultation with physicians and / or other disciplines, patients and families, as indicated, to obtain their views relating to patient's goals, progress, needs and resources, including designation of alternate level of care
- Participate in patient-care conferences, and other conferences as required to ensure appropriate records relating to discharge planning (to identify opportunities for services and placement)
- Liaise with TOH, QCH, Montfort and other Hospitals as indicated to identify patients appropriate for repatriation back to WDMH

UTILIZATION:

- Facilitate appropriate bed utilization throughout the Hospital with direction from the Clinical Managers
- Coordinate, monitor and evaluate discharge planning program
- Develop and introduce high-risk screening tool / framework / program to identify need for early intervention
- Collaborate with Emergency Department's CCAC Intensive Case Manager to identify patients with high-risk diagnosis in the Emergency Department and other strategies as required
- Identify programs or steps that may reduce the Length of Stay for the patient, and coordinate implementation
- Maintain statistics, patient charts, and appropriate records relating to discharge planning
- Gather appropriate clinical profile of patient for repatriation in preparation for return to WDMH
- Coordinate return of repatriated patient with Medical Surgical Unit or Complex Continuing Care Unit nursing staff

EDUCATION:

- Educate patients and families in discharge planning programs, issues and activities
- Promote and improve Hospital staff and medical staff awareness of discharge planning through educational programs.

MEETINGS/OTHER:

- Maintain patient confidentiality at all times
- Liaise with community institutions and support services regarding the care and placements of patients
- Prepare monthly reports and meet regularly with Clinical Manager
- Represent the interests of WDMH and / or the Discharge Planning Program on all internal and external committees as required

QUALIFICATIONS

- Diploma in a relevant Health Science
- Current Certification of Registration from the Colleges of Nurses of Ontario
- Demonstrated knowledge and skills in planning, coordinating, implementing and evaluating patient care discharge needs
- In-depth knowledge of discharge options and resources
- Demonstrated ability to work in and lead within a team framework
- Computer literacy
- Excellent attendance and appropriate availability to fulfil shift commitment
- Ability to relate well with patients, members of the health care team and the general public
- Responsible for his/her own professional development
- Ensure that patients are treated within a safe environment
- Obtain a satisfactory Police Check (vulnerable sector)

ALIGNMENT WITH WDMH COMMITMENT STATEMENT

The duties and responsibilities of this position include alignment with the Winchester District Memorial Hospital's Commitment Statement. It is the Hospital's mandate to ensure that all employees adhere to the following as a duty of their employment:

Our Commitment

We are here to care for our patients with compassion - close to home and with our partners.

We pursue excellence in all we do.

We are one team. We value respect, accountability, innovation, and learning.

APPLICATION INFORMATION

Further information is available from **Shannon Horsburgh at extension #6325**. Interested employees should apply in writing, by email only indicating their qualifications to Brenda Fancey, Manager Recruitment, Compensation and Benefits at bfancey@wdmh.on.ca. When applying for any posted vacancy it is mandatory that you provide a thoroughly completed Application for Employment or attach a resume with all of the necessary information to assist in determining whether you meet the requirements of the position as outlined on the posting. Failure to do so will result in your application being screened out of the competition.

At WDMH, we want you to experience work that is positive and rewarding -- in a safe, supportive and professional environment. We are driven by Compassionate Excellence and are committed to providing an inclusive and barrier-free work environment. We invite all qualified applicants to explore careers with WDMH.

Accommodations are available on request for candidates taking part in all aspects of the selection process.