

The District Municipality of Muskoka is currently recruiting for a Health Link Coordinator



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

As the Health Link Coordinator, you will be responsible for providing coordination and administrative support Health Link, including receiving referrals, verification of data, tracking, assigning, and scheduling.

What you will do:

- Communicate and collaborate with all Care Navigators (to assign Health Link referrals), stakeholders, and partners, as required via phone, email, in person, meetings, etc., to coordinate and ensure successful delivery of program objectives.
- Maintain filing and record keeping systems to ensure efficiencies, adhere to related privacy policies, and timely follow-up.
- Coordinate and schedule meetings across teams and other internal and external parties, including in-person, remote, or online meetings.

What you will need:

- Graduation from a two-year post-secondary program in health care, social services, or related field
- Minimum 2 years previous related experience, including local health and social system expertise.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a **casual** opportunity at the District for **up to three (3) months**. The hourly compensation range for this role is **\$24.51 - \$28.88**. The District is also proud to offer the following to our casual employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the "How to Apply" instructions on our website and then submit your application:

www.muskoka.on.ca/careers

This posting closes on Wednesday January 19, 2022 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.