

## Role Posting: Health Care Coordinator



**Posted:** July 18, 2025

**Closing:** October 10, 2025

L'Arche is an organization in which people with and without intellectual disabilities share life together based on stated core values, as articulated in our Servant Leadership Model. We live, work, and learn together in our 30 communities across Canada. Founded in 1964, L'Arche strives to shape a more human and just society where each person's gifts are known and celebrated.

**Position:** Health Care Coordinator

**Location:** Daybreak - Richmond Hill, Ontario

**Duration:** 13 months (maternity leave)

**Start date:** November 2025

**Salary:** \$55,358 - \$65,164

**Responsible To:** Homes Coordinator

L'Arche Daybreak is seeking an energetic, compassionate individual to work within a team context. The Health Care Coordinator ensures the health and wellbeing of core members through education, supervision and collaboration around health and medical issues. They also participate in planning for appropriate supports and services to meet the ever-changing needs of core members and the assistants who support them.

### **Location:**

- We have 8 L'Arche homes in Richmond Hill where people with and without disabilities live together. We have 5 day programs a spiritual and community life space as well as an administration building where the HCC has an office.

### **Major Duties and Responsibilities:**

- Educate and train assistants on matters of good health and managing medical conditions
- Train and supervise medication administration and management as well as day to day medical procedures carried out by assistants including Controlled Acts
- Communicate with medical professionals, agency support coordinators, Daybreak personnel, core members and their families around health and medical concerns
- Work in collaboration with pharmacies including annual medication reviews ie. Neighbourhood Pharmacy
- Advocate for appropriate medical care and planning for core members
- Assess medical concerns and determine if additional intervention is required ie. Schedule appointment with doctor or go to ER
- Document all medical contacts, concerns and appointment records
- Participate as a valuable member of the Health & Safety Committee
- Work with home and program teams to ensure consistency around the medical needs of core members
- Complete ongoing Medication Audits and Medication Administration Audits for all homes
- Review and update health care protocols (i.e. seizure, bowel management, catheterization)

**Qualifications:**

- Registered Nurse or Registered Practical Nursing certification or significant health care experience
- Experience in both hospital and community nursing
- Strong interpersonal skills especially communication and advocacy
- Initiative and capacity to work independently
- Flexible in terms of approach and time
- Full G Driver's License and a minimum of 3 years insured driving experience and be eligible for Daybreak's vehicle insurance.
- Humility and a sense of humor

**How to Apply:**

If interested please email your resume to Carlene Danes, Assistants Coordinator at [carlenedanes@larchedaybreak.com](mailto:carlenedanes@larchedaybreak.com).