

## **Job Description**

**Position:**                **Resident Advocate**

**Supervisor:**             Director of Resident Care

### **Position Summary:**

To assist residents and their families with personal and environmental difficulties which interfere with obtaining maximum benefits from services offered in the Cove Guest Home.

### **Education:**

- Bachelor Degree in Social work or Bachelor of Science in Nursing
- Masters Degree preferred.
- Experience in Long Term Care an asset.
- Must be eligible for registration with Nova Scotia Association of Social Workers or College of Registered Nurses of Nova Scotia.

### **Functions and Responsibilities:**

- Plan, develop, organize, implement, direct and evaluate the resident advocate department, its programs and activities.
- Define and carry out the Philosophy, Objectives, Policies and Standards for the residents of the Cove Guest Home as it relates to the resident advocate.
- Consult with and advise Director of Resident Care on concerns related to the operation of the Home and the resident advocate department.
- Promote and maintain harmonious relationships with the Department of Health, Long Term Care facilities and the community as related to the Resident Care Department of the Cove Guest Home.
- Interviews residents and family members to obtain information about community home environment, family relationships and health history.
- Participates as a team member in conferences on behalf of the resident with other persons within the Home and other community agencies.
- Evaluates data gathered in terms of the medical care plan of treatment, available social service programs, and plans a pertinent therapy program that will provide maximum benefits for each

resident.

- Helps residents and their families through individual or group conferences to understand, accept, and follow medical recommendations.
- Provides services planned to restore residents to optimum social and health adjustment within their capacity.
- Prepares and keeps current a case record for each resident, including nature of social problem, how resident and family are meeting them, and how the resident advocate is assisting in the process.
- Participates formally and informally in nursing, education and recreation departments.
- To conduct health care research related to Cove operation and/or general health care systems.
- Prepares statistical reports of number of residents to whom advocate services is given on a monthly and annual basis. This to be used in planning further programs and evaluating departments performance.
- Assists in the admissions process in collaboration with the Assistant Director of Resident Care.
- Responsible for carrying out other duties as may be required by social work or registered nurse under the Homes For Special Care Act, Home's By-Laws and as determined by the Director of Resident Care or the Administrator.