



# Student Placement Coordinator Role Description Sample

The information in this resource may help you create a job posting to recruit or expand the role of Student Placement Coordinator within the long-term care (LTC) home. You may use all the examples or choose specific items to add to your organization's approved template.

## Job Summary

Reporting to the Administrator and/or Director of Care, the Student Placement Coordinator is responsible for the onboarding, orientation and management of student placements in compliance with the Ministry of Health and Long-Term Care Homes Act and Regulations and LTC home-specific policies. To facilitate and manage student placements, the Student Placement Coordinator will act as the liaison between the LTC home and educational institutions.

## Knowledge

- At least one year of current related experience in project coordination or management
- Experience engaging with organizational partners
- Demonstrated leadership and communication skills (both written and verbal)
- Knowledge of the Ministry of Health and Long-Term Care Homes Act and Regulations
- Comfortable working independently and as part of a team
- Knowledge of electronic documentation and/or scheduling software
- Previous use of computer software applications (e.g., Microsoft Office)

## Responsibilities

- Develop new or maintain existing partnerships with colleges and universities for the successful placement of students in the LTC home
- Assist Human Resources in collecting and processing mandatory documentation required from students
- Plan and execute orientation to the LTC home, including, but not limited to, providing tours and introducing students to residents and team members
- Promote and recruit team members into a preceptor role
- Coordinate the placement schedule and pair students with preceptor team members in consultation with the Director of Care
- Coordinate the evaluation of the student placement program in the LTC home, including, but not limited to, preceptor and student feedback on the experience
- Liaise with LTC-home preceptors to ensure they have the knowledge and resources to support students
- Identify opportunities and methods to improve processes for a sustainable student placement program

- Inform students of available employment opportunities in the home, and participate in recruiting students to positions post-placement

### **Acknowledgements**

PREP LTC is led by the Ontario Centres for Learning, Research and Innovation in Long-Term Care (CLRI) at the Schlegel-UW Research Institute for Aging in collaboration with the Ontario CLRI teams at Baycrest Health Sciences and Bruyère. The views expressed herein do not necessarily reflect those of the Province.

If you have any questions on this resource and the PREP LTC program, please contact [prepltc@the-ria.ca](mailto:prepltc@the-ria.ca).

Take the free PREP LTC preceptor eLearning Course [here!](#)