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

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If you have any questions on this resource and the PREP LTC program, please contact prepltc@the-ria.ca.

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