

RAI Coder (4011, 4012, 4013, 4014) – 4 positions

Work Locations: **Georgian Manor, Penetanguishene, ON**
Sunset Manor, Collingwood, ON
Simcoe Manor, Beeton, ON
Trillium Manor, Orillia, ON

Position Summary:

County of Simcoe Long-Term Care (LTC) Homes Resident Assessment Instrument Long-Term Care Facilities (RAI-LTCF) Coder, under the guidance of the RAI Coordinator, will accurately gather and translate information about residents in LTC into standardized interRAI LTCF assessment codes, using information from clinical records and interviews with residents and staff.

RAI-LTCF is a standardized provincial electronic assessment used to determine resident status, and supplies information to quality indicators used to establish funding for LTC based on resident needs. Key responsibilities of this role include understanding the RAI-LTCF assessment instrument and associated best practice; completing all routine resident assessments following those practices; consult with various data sources including PointClickCare (PCC), Point of Care (POC), and facility user defined clinical assessments to correctly code specific sections of the LTCF; and work to ensure data accuracy and data reflect current resident status.

As a valued member of Long-Term Care and Seniors Services, the RAI-LTCF Coder demonstrates a commitment to resident safety by providing quality services in accordance with the organization's mission and vision.

Qualifications:

- A minimum of one (1) year clinical, data analysis, data entry experience.
- Proven ability to meet required deadlines.
- Well-developed oral and written communication skills.
- Well organized, with excellent time management skills.
- Strong aptitude for detail-oriented work.
- The ability to work with and relate to clinical team members and other internal stakeholders.
- Strong problem-solving abilities.
- Display a caring and respectful attitude toward our residents, families, and team members.
- Demonstrable experience collecting, analyzing, and interpreting data.
- Knowledge of relevant policies, procedures, legislation, regulations and best practices applicable to the long-term care sector (e.g. RAI processes and CIHI) is considered an asset
- Degree or recognized certificate in a health-related field (e.g., public health, health sciences, physiotherapy, paramedicine, nursing, etc.). This job may be considered for educational equivalency in accordance with County Policy.
- Degree or postgraduate certificate in research, data analysis, epidemiology, or a related discipline would be a asset.
- Current RAI-LTCF Credential and/or completion of all CIHI RAI-LTCF training certification is considered an asset.
- In-depth understanding of the interRAI Long-Term Care Facilities (LTCF) assessment instrument and its underlying principles

- Strong assessment skills and knowledge of the health care industry
- Demonstrated ability to analyze and interpret complex medical information from various sources.
- Strong communication skills to interact with Residents and staff
- Meticulous attention to detail to ensure accurate coding and data entry
- Criminal Records Check with Vulnerable Sector Screening that is less than six (6) months old at time of hire.
- As a condition of employment, candidates are required to submit documented results of TB testing, as per Public Health requirements.
- Valid G class drivers license and access to reliable vehicle.

Salary:

50,957 to 61,989 per annum

To Apply:

View the complete job description and submit your application online at:

<https://simcoe.hua.hrsmart.com/hr/ats/Posting/view/4011> **Georgian Manor, Penetanguishene, ON**
<https://simcoe.hua.hrsmart.com/hr/ats/Posting/view/4013> **Sunset Manor, Collingwood, ON**
<https://simcoe.hua.hrsmart.com/hr/ats/Posting/view/4012> **Simcoe Manor, Beeton, ON**
<https://simcoe.hua.hrsmart.com/hr/ats/Posting/view/4014> **Trillium Manor, Orillia, ON**

Deadline: December 10, 2025

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please. Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.