Regular Full -Time RAI (Resident Assessment Instrument) Coordinator
Lanark Lodge
Posting # LL2026-197
$91,474.50- $111,208.50 annually

MANDATE:
The RAI (Resident Assessment Instrument) Coordinator manages the interRAI-MDS assessment process, ensuring compliance with Ministry of Long-Term Care regulations, accurate clinical coding and funding, and high-quality resident care planning. The RAI Coordinator maximizes Case Mix Index (CMI) funding opportunities, supervises clinical RN and RPN coders to maintain data integrity, and audits assessment data and clinical outputs to ensure coding accurately reflects resident acuity, resource use, and funding metrics.

QUALIFICATIONS:
- 2-year college diploma, (RPN), or 4-year Bachelor of Science in Nursing (RN)
- Current registration as a Registered Nurse (RN) or Registered Practical Nurse (RPN) in good standing with the CNO.
- Current RAI-MDS or interRAI certification.
- Specialized AIS training.
- Minimum of 5 years of progressive experience, including supervisory, in Long Term-Care.
- Proficiency in long-term care electronic documentation systems (such as PointClickCare) and strong analytical and detail-oriented computer analysis.
- Strong communication and problem-solving skills with the ability to deal diplomatically with inquiries/complaints from staff, residents, ministry officials and families.

This is a new position and is evaluated at Level 7 ($46.91-$57.03 per hour) of the 2026 NUG Salary Grid. Starting as soon as possible.

Lanark County Offers:
- Competitive compensation.
- Extended health benefits.
- Ontario Municipal Employers Retirement System (OMERS) pension plan.
- Employee Assistance Plan (EAP).
- Training and development opportunities.

The Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal and you meet the position qualifications outlined above, please submit your application by selecting "apply link" on our website. We look forward to receiving your application no later than Sunday November 15, 2026.

When submitting your application, please ensure your cover letter, résumé and any other related documents are submitted as preferably PDF (.pdf) or Word (.doc) format. The file name should include your name and the job posting number (example: Jane/John Doe LL2026-197).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.

AI may be utilized throughout the selection and recruitment process.

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.