



Assistant Director of Care (ADOC)

Permanent Full-time opportunity

Are you passionate about person centered care? Do you want to be a part of a dynamic, fun and supportive team? Then team Belvedere may be the place for you! Belvedere Heights is a 101 bed Municipal Charitable Long-Term Care Home in the beautiful town of Parry Sound overlooking Georgian Bay.

Submit your resume today to find out more about opportunities to join our Team and become a part of our wonderful home on the bay!

Job Description

Under the general direction of the Director of Care, the Assistant Director of Care performs a wide range of administrative activities related to the overall responsibility and authority for the day-to-day operations of the Nursing and Personal Care Services and the provision of high quality Resident Care consistent with the Corporate Mission, Service Philosophy, Policies and Procedures, the Fixing Long Term Care Act and other applicable Regulations and guidelines.

This shall be achieved by working closely with the Medical Director and the Director of Care to organize, co-ordinate and manage the day- to-day operation of the Nursing and Personal Care services including the safe, effective and ethical nursing care as prescribed by the College of Nurses and adherence to the generally accepted Standards of Nursing Practice.

QUALIFICATIONS:

Any combination of education and experience providing the required skill and knowledge for successful performance would be deemed qualifying.

- A General Registered Nurse with a current certificate of competence with the College of Nurses of Ontario - mandatory; Graduation from an accredited university with a Bachelor of Science degree in Nursing – preferred
- Have completed post-graduate studies in management techniques (or approved equivalent) - preferred;
- Additional coursework and/or competency in the requirements of Infection Control - preferred;
- A diploma in Gerontology, or other Long-Term Care related educational training is preferred;
- Minimum of three (3) years relevant experience in Long-Term Care and/or nursing services related to the elderly living in the community - preferred;
- Must be competent in the knowledge and requirements of the Occupational Health and Safety Act and the enforcement of same.
- Proficiency in oral and written English.
- Possession of valid CPR
- Adhere to professional competences, i.e. caring and respectful behavior, therapeutic relationship, clinical skills and knowledge, strong assessment skills, communication skills, conflict management skills and organizational skills.

KNOWLEDGE:

Sound principles and understanding of Long-Term Care services including: extensive knowledge of the processes involved in the development and implementation of nursing and personal care goals, objectives, policies and procedures, and requirements for providing personal, physical, emotional and social services to the elderly; knowledge of sound management principles, labour relations processes and techniques; knowledge of community resources, principles of aging, quality assurance, medical records, infection control, training methods and programs, total quality management principles, financial and resource management, legislative requirements and guidelines for long-term care, and the provisions of the Occupational Health and Safety Act

SKILL:

Excellent interpersonal and organizational skills; effective communication, both verbal and written, in a diverse range of audiences and settings; problem solving and decision making; ability to prioritize in accordance with reasonable time schedules; demonstrated management skills in a unionized environment; training and development; motivational; appraisal; counseling skills involving conflict management and problem resolution; computer literate familiar with personal computers, word processing software, spreadsheets and database systems; flexibility; copes efficiently with pressure; good insight, creativity and planning skills.

MAJOR DUTIES AND RESPONSIBILITIES:

- Observe and respect the Resident's rights, dignity and privacy; encourages independence;
- Promote the philosophy and practices of resident-centeredness and statement of purpose of Nursing and Personal Care Services.
- Co-ordinates Resident personal care services with the Medical Director and Director of Care and those of other departments. Informs administration of activities, needs and problems.
- Ensure a comfortable and safe environment that provides opportunities for privacy, dignity, control and maintenance of personal lifestyle.
- Provides feedback to the Director of Care regarding performance and productivity of the Nursing and Personal Care Services staff. Provides feedback to the Director of Care regarding goals and objectives as necessary.
- Promotes interdisciplinary and interdepartmental communications for the effective delivery of nursing and personal care services to the Residents of the facility; regularly evaluates communication systems for their effectiveness.
- By assessing the requirements of our Residents, services provided, the working knowledge of those providing services and improvements required, ensures the development, co-ordination and provision of standards. Communicates to the Director of Care training needs for staff and volunteers.
- Ensures that there is a comprehensive, coordinated, program for monitoring, evaluating, and improving the quality of accommodation, care, services, programs and goods provided within the department consistent with the facility-wide quality improvement guidelines;
- Participates in facility-wide risk management activities which focus on reducing and controlling actual and/or potential risks to the safety, security, welfare and health of all persons or to the safety and security of the facility;
- Ensures that all Unusual Occurrences and critical incidents are reported in accordance with the prescribed guidelines;
- Respond to emergency situations outside normal working hours.
- Set annual departmental goals and objectives that are congruent with the mission of the Home and promote resident-centred care that is consistent with advances in gerontology.
- Ensures legislative requirements of the OHSA are met reporting/correcting unsafe actions or conditions, correcting or commending health and safety performance of employees.
- Manages family and resident complaints communicating to the DOC on a regular basis. Facilitates relationship between and among residents and family members, staff, volunteers and community.
- Conducts regular staff meetings by floor to obtain input and feedback.
- Ensure there is a process for employee conflict resolution and progressive disciplinary actions for those with performance issues.
- Ensures that procedures and routines on floors meet the requirements of residents.
- Chairs designated committees.
- Reviews legislative requirements to ensure that all areas of responsibility are in compliance.

- Attends and submits all reports for the required care programs and QI meetings.
- Ensures effective communication to registered staff on issues relating to residents and family concerns.
- Effectively making use of educational resources to plan, support and promote staff development program including orientation, in-service and continuing education as determined by the learning needs of nursing staff and maintenance of specific nursing skills.
- Work with the Director of Care to liaise with Placement Coordination Service of Ontario Health reviewing and approving individuals appropriate for placement as part of Admission and Discharge process.
- Reviews daily notes and reports for any concerns or risk.
- Reviews all incident Reports for submission and follow up
- Provide professional input regarding the need and use of equipment and supplies for resident care.
- Maintain efficient and effective inventory control.
- Such other duties and responsibilities as may be assigned from time to time by the DOC or designate. In the absence of the Director of Care, the ADOC will act in the capacity of the DOC.

What We Offer to You:

- Competitive wages (\$51.59 - \$57.37 per hour based on a 40-hour work week)
- Health Benefits, Paid vacation, OMERS pension plan!
- Paid training and education opportunities!
- Flexible hours!
- A fun, supportive and engaging workplace!

Please submit your resume to: kjohnson@belvedereheights.com

We thank everyone for their interest in joining our team! Once we review your resume, if you have the qualifications we require for this job, we will be in touch to schedule an interview.

Posting Close: open until filled

Belvedere Heights is an equal opportunity employer and values diversity in our workforce. We encourage applications from all qualified individuals. We are also AODA compliant and should you require accommodation in the hiring process, please do not hesitate to let us know - accommodations may be provided in all steps of the hiring process.