



THE UNITED COUNTIES OF LEEDS AND GRENVILLE

Maple View Lodge

Invites applications for the position of:

Position: Assistant Director of Care, Temporary Full-Time

2024 Salary: \$44.77 - \$53.29

Location: Maple View Lodge, Athens, Ontario

Hours of Work: 37.5 Hours Weekly

Shift: Days

POSITION SUMMARY:

Reporting to the Director of Care (DOC) and in a collaborative relationship with the senior management team, the Assistant Director of Care (ADOC) is responsible for assisting with the coordination of activities necessary to ensure compliance with Home and Corporate policies through the effective and efficient delivery of established standards within legislative and budgetary requirements.

The ADOC will assist the DOC with duties including but not limited to the oversight of clinical and administrative operations in the Nursing Department and improving the quality of care for residents in the Home.

This position is actively involved in recruitment and retention of nursing staff and monitors performance of registered and direct care nursing staff. The ADOC is responsible for specific mandatory programs that assure overall excellence of clinical care through planning, implementing, monitoring and evaluating programs related to resident care.

As a valued member of the Home the ADOC demonstrates a commitment to resident safety by providing quality care in accordance with the organization's mission, vision and values.

QUALIFICATIONS

1. A valid and current Certificate of Registration from the College of Nurses of Ontario and a member in good standing.
2. Three years relevant experience in Long Term Care.
3. Ideally possesses experience in progressively responsible, related positions, preferably in a long-term care setting.
4. Current membership with Gerontological Nursing Association (GNA) and Registered Nurses' Association of Ontario (RNAO/RPNAO) is desirable.
5. Registered Nurse preferred.
6. Proven leadership abilities combined with excellent interpersonal, verbal and written communication skills with ability to interpret and apply employment policies and collective agreements.
7. Team player with a customer service focus who exhibits leadership, initiative, and continuous improvement.
8. Demonstrates caring and respectful behavior with strong clinical, assessment, conflict management and communication skills.
9. Possess strong planning, time management, multi-tasking and organizational skills.
10. Possess effective education skills, and a general awareness of adult learning styles/ techniques
11. Must be knowledgeable of the LTCH Act 2007, the Regulations 79/10 and experience with relevant legislation with strong understanding of policies and related legislation or initiatives and their significance and potential impact.
12. Demonstrates computer literacy of electronic documentation software (PCC, POC, eMAR), computer software applications, including word processing and spreadsheets, preferably Microsoft Office applications.
13. Health and Safety Certification is desirable

POSITION RESPONSIBILITIES

Management and Supervision in consultation and collaboration with the DOC (50%).

1. Ensures resident safety by following all applicable legislations and organizational standards.
2. Delegates clinical and managerial responsibilities to appropriately qualified staff.
3. Promotes and provides resident-centered care.
4. Supports the DOC to set and provide input on annual departmental goals and objectives.
5. Benchmarks, promotes and adopts best practices from RNAO, CNO and appropriate professional organizations to improve service quality.
6. Leads the resident care core programs in the nursing department and ensure all standards are met.

7. Supports/oversees the delivery of resident care including staff education, and orientation.
8. Supports/facilitates all nursing related issues.
9. Supports/facilitates the medication administration program, monitoring drugs and narcotics to ensure their control and safekeeping.
10. Assists staff in resident care in times of emergency.
11. Supports and facilitates the implementation and evaluation of mandatory programs including skin and wound, falls, pain, restraints, and continence
12. Provides leadership to all areas of the nursing department.
13. Supports/facilitates the Continuous Quality Improvement Program of the Home by completing Inspection Protocols, indicators, annual program evaluations, balanced scorecard, and participating in BPSO related activities.
14. Supports/facilitates the coordination of the ordering, inventory management, distribution, and appropriate and safe use of supplies and equipment.
15. Chairs/attends various meetings as required
16. Leads staff education sessions, designed to meet legislative compliance requirements and improve staff skill levels.
17. Ensure required resources are available and their quality meet resident care needs.

Adherence to legislation/policies and procedures in consultation and collaboration with the Director of Care (15%):

1. Supports/facilitates, monitors, evaluates and improves the Home's Quality Improvement Program on Clinical care and resident care.
2. Supports/facilitates that policies and procedures are established, implemented, revised, and adhered to for the nursing department
3. Supports/facilitates systems and processes that ensures compliance with all elements of relevant legislation
4. Maintains an active presence in the home to ensure the safety and quality of service provision, adherence to policies/procedures, and the effectiveness of systems and processes.
5. Supports/facilitates risk management related activities for the nursing department to optimize resident safety and mitigate risk.
6. Supports/facilitates compliance in clinical documentation and care planning procedures and various applicable college standards. (e.g. College of Nurses, College of Physicians)
7. Participates in Resident Care Conferences, meeting with residents' family to resolve problems, concerns or complaints.
8. Supports the investigation of complaints reporting findings to the DOC and Administrator.

Supports people resource planning for the nursing department, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring

ongoing work quality and deliverability of results (15%).

1. Provide effective Human Resources Practices, this includes recruitment, orientation, scheduling, performance management, progressive discipline, etc.
2. Establish positive relationships between residents, family members, staff, volunteers, and the community.
3. Enables results with the organization's human capital strategy to foster employee engagement.
4. Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities
5. Ensures focus is service excellence, communication/transparency, innovation, and data integrity and workflow integration.
6. Ensures staff have the information and resources to make successful plans and decisions.
7. Ensures all people related issues are aligned to HR and Corporate standards and practices.
8. Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
9. Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained.
10. Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures
11. Supports the development of annual and multi-year Capital and Operating budgets for the nursing department, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies (5% of time)
12. Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures
13. Work with the DOC to monitor and review the staffing plan and financial performance regularly to maintain a balanced budget.

Build Relationships (15%):

1. Meets with residents, and/or families to resolve concerns
2. Represents the Home in Provincial, Regional, and community planning forums or meetings
3. Promotes the Home's image in the community through various methods such as liaison with community organizations, public speaking.
4. Supports/facilitates relationships in the nursing department to ensure all involved are working as "One Team".
5. Supports the other managers as needed.

6. In absence of the Director of Care, provides management support
7. Collaborates with the interdisciplinary team and peer managers
8. As needed, provides meaningful work experiences for student placements.
9. Consults with professional staff and agencies to deliver the appropriate services

Other:

1. This position must maintain the ability to travel in a timely manner to other offices, work locations, or sites as authorized by the Corporation for business travel.
2. Other duties as may be assigned.
3. Participates in the on-call rotation for emergency coverage for Maple View Lodge.

The foregoing Job Description reflects the general duties necessary to describe the principal functions of the job identified, and shall not be construed to be all of the work requirements that may be inherent in this classification

How to Apply:

Applications should be marked "**Competition #MVL-24-118**" and submitted via email to careers@uclg.on.ca by **4:00PM on/before August 9, 2024**.

The United Counties of Leeds and Grenville is committed to providing a recruitment and selection process that is both inclusive and free from barriers. Accommodations for job applicants with disabilities are available upon request, and will be provided in accordance with the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act**.

Applicants are required, in advance, to make any accommodation request known to Human Resources by contacting the department at 1-800-770-2170 extension 2308 or the Bell Relay Service. Human Resources will strive to provide reasonable and appropriate accommodation for all applicants, during the recruitment and selection process, which will ensure the process is conducted in a fair and equitable manner.

We thank all applicants for applying, however, only those selected for an interview will be contacted. Applicant information is collected under the Municipal Freedom of Information and Protection of Privacy Act, will only be used for this purpose and will be retained for a maximum twelve month period.