



ASSISTANT DIRECTOR OF RESIDENT CARE

JOB POSTING

Position Title:	Assistant Director of Resident Care	Employee Group:	Permanent Full-Time
Department:	Grace Manor Nursing	Classification:	Non-Union
Posting #:	GM ADRC PERM FT 2020-23	Hourly Rate:	Salaried Position (Rate TBD)
Application Deadline:	August 21, 2020 – 0900 h	Hours/Week:	75 hours per pay
Application Details:		Hours:	0830h to 1630h
Start Date:	ASAP		Must be available on-call, evenings and weekends may be required

Organization Background:

Holland Christian Homes is seeking an enthusiastic and qualified Assistant Director of Resident Care to lead our nursing team!

Holland Christian Homes is a dynamic, innovative organization that provides a full continuum of care to individuals in a Christian atmosphere.

We believe that individuals requiring our services have the right to a lifestyle that adequately meets their physical, psychological, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who delivers care using a holistic approach to provide quality care and quality of life to individuals.

Position Summary

The purpose of the role of ADRC is to support the DRC in the operation of the nursing department including: ongoing assessments, promoting and monitoring the delivery of resident driven care, auditing, assisting in the planning, organizing, coordinating, implementing and continued evaluation of nursing department policies and procedures and human resource management. Assists in the training and evaluation of nursing staff and promotes health and safety of work practices.

Specific responsibilities include:

- Responsible for assisting in formulating and implementing objectives, policies and procedures, to ensure that agreed to and necessary standards of resident care are met.
- Assists the DRC in counseling and /or crisis intervention with residents and/or families and/or staff.
- Assists the DRC in developing and implementing nursing departmental goals and objectives to promote high quality of resident care
- Participate in the holistic care of each resident by making regular rounds on the nursing units.
- Ensures that staff perform duties as per legislation
- Assist in the supervision of nursing students and supervises the initial orientation of RNs, RPNs and PSWs.
- On call manager during the week and weekends/holidays to provide assistance and advice to staff as needed.
- Implement strategies for the prevention and control of the transmission of infections
- Follow outbreak protocol if there is an outbreak of any infectious diseases in the Manors.
- Educate and ensure nursing staff follow infection control procedures and protocols relating to infectious diseases. (i.e. For MRSA, VRE, etc)
- Address concerns as they arise, and/or provide immediate follow up as required
- Is active in maintaining a healthy & safe work environment through both actions and words.
- Attend educational and learning opportunities within the community to keep abreast of new developments within the field of LTC services, Human Resources, technology etc.
- Other duties as required

Qualifications:



- The incumbent will possess a current Certificate of Competence as a Registered Nurse from the College of Nurses of Ontario and will have completed the Nursing Unit Administration Program or its equivalent.
- Current certificate of competence in good standing with the College of Nurses of Ontario
- 2-3 years Senior Management Experience in Long Term Care
- Proven leadership abilities including a demonstrated track record of inspiring employee performance.
- Extensive knowledge of MOH Long Term Care Standards
- Knowledge of MDS-RAI / Care Plans
- Strong verbal and written communication skills.
- Gerontology Certificate an asset
- Self-starter and team developer with problem solving skills.
- Strong computer skills in MS Office suite of products, Point Click Care and eMAR.
- Knowledge of legislative requirements for long term care and accreditation guidelines.
- Satisfactory Vulnerable Sector Screening and clear TB Test
- Annual Flu immunization

**Interested and qualified applicants should forward a Resume and Cover Letter as ONE Document (PDF format) in confidence, to:
Human Resources – jobs@hch.ca**

Holland Christian Homes welcomes diversity in the workplace and encourages applications from all qualified individuals.

Holland Christian Homes is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodation for disability during any stage of the recruitment process, please indicate this in your cover letter.

Applicants agree that by providing personal information in response to this posting, and otherwise in any recruitment process with the Company, such personal information may be retained and used by HCH for a period of one (1) year from the date of this application, for the purpose of consideration for employment opportunities which may arise during that time period, unless an Applicant notifies the Company to the contrary."

We thank all applicants for their interest in this position, however, only those individuals selected for an interview will be contacted. No phone calls please.

Disclaimer:

In keeping with Long Term Care reform, best practices, funding and direction this position may later require knowledge, skills, abilities and working conditions not noted here