



DIRECTOR OF RESIDENT CARE

JOB POSTING

Position Title:	Director of Resident Care (DRC)	Employee Group:	Permanent Full-Time
Department:	Faith Manor Nursing	Classification:	Non-Union Management
Posting #:	FM DRC PERM FT 2024-11	Hourly Rate:	TBD
Application Deadline:	Until the position is filled	Hours:	75 hours per pay; evenings and weekends or on-call may be required
Application Details:	Submit Resume and Cover Letter		
Start Date:	ASAP		0830 h -0430 h

Holland Christian Homes is seeking energetic and motivated Director of Resident Care (DRC) to join its team. We offer a competitive salary, benefits, EFAP, RRSP and more!

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Faith Manor which are private, non-profit Christian Long-Term Care facilities situated in the City of Brampton. Holland Christian Homes is a growing, 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, emotional, social, cultural and spiritual needs. These services are provided by fully qualified professional staff who respects and carries out the values associated with a person-centred approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence.

POSITION SUMMARY:

Director of Resident Care (DRC) provide Leadership for nursing and personal care through effective management of Nursing Services. Responsible for all aspects of care for 160 residents, ensure and promote resident-driven management care. Prepare and manage Nursing Dept. Budget. Work collaboratively with other nursing team members to provide education and staff development through Effective Professional Nursing and Personal Care Practices. Maintain an Interdisciplinary relations and Communication, liaising with Families/ Next of Kin. Also, keep a healthy networking and Public Relations with other stakeholders.

Responsible for maintaining an appropriate recording system, maintaining of documentation and computerized care plans. Provide an effective use of Material Resources. Recording Accountability by working closely with HR dept. Ensure adherence of all respective legislation and applicable regulations including the Residents' Bill of Rights, Standards set by CNO ,LTC Homes Act and HCH Mission statement and Policies and Procedures. Promote and ensure effective Occupational Health and Safety. Assuming the role of Administrator on her absence.

Major duties and responsibilities include:

- Respects and carries out the values associated with a person-centered approach which include rights, dignity, identity, individuality, respect, privacy, choice and independence
- Provides supportive opportunities of conversation and social engagement to help people live their life and experience well-being
- Management of residents care.
- Set up Standards of residents' care, involving them as much as possible.
- Participate in admission and discharge process for residents.
- Ensure prompt and accurate reporting and investigation of all residents incidents, but especially all critical incidents
- Meet residents needs in accordance of LTC homes Act and Health Inspection Protocol.
- Create opportunity for residents to make choices and take action which will enhance quality of care.
- Communicate with and support Family involvement in residents' care Participate in Multidisciplinary Care conferences and hear first hand any concerns or issues and address it accordingly.
- Support residents in achieving quality experiences: personal, social, emotional and cultural.
- Cultivate good resident/Family/SDM relationships to increase the likelihood of recommending HCH to others, be a Home of choice.
- Ensures philosophy of care at Holland Christian Homes (HCH) is carried out in all resident care programs.
- Develops a statement of philosophy and objectives for the Nursing Department in accordance with the goals and objectives of HCH
- Recognizes each resident as an individual and respects his/her rights, privileges and religious beliefs.
- Organizes, directs and supervises the total Nursing Service to ensure safe and adequate physical, mental, emotional, spiritual and overall care of the individual resident.
- Ensures that appropriate admissions are being made to the various levels of care
- Works with families/residents to address concerns/issues and ensures educational opportunities are available for residents/families i.e. educational forums etc.
- Is able to put into practice the nursing process of assessing, planning, implementation and evaluation by ensuring each resident's needs are assessed on a regular basis and a plan of care is prepared, implemented and evaluated.
- Encourages and assists the individual resident to restore or maintain independence for an effective life and his/her limitations or to accept failing health and function and death.
- Oversee scheduling of nursing staff daily and ensure to provide Agency relief staff where needed.
- Plan and provide the appropriate utilization of staff.
- Recruit, select, hire, place, train and evaluate through written probationary and annual performance appraisal.
- Develop, implement and monitor nursing and personal care policies and procedures including position descriptions.
- Ensure effective communication of information to the interdisciplinary team.
- Ensure quality medication administration system.
- Monitor annual renewal of Certificates and Competence for Reg Staff.
- Delegate clinical and managerial responsibilities to appropriately qualified staff.
- Develop, interpret the philosophy ,objectives ,policies and procedures and standards of care of nursing dept.
- Maintain open lines of communication with , ADRC ,Administrator, Director of HR and CEO.
- Develops and maintains Nursing Care Standards and reviews employee work performance to determine compliance to recognized standards.
- Establishes job descriptions for all Nursing Personnel, reviews and updates as necessary.
- Ensures availability of all policies, procedures and Nursing Department job descriptions in written format to all Nursing Staff.

- Ensures staff compliance with the established policies and procedures and job descriptions.
- Complies with all national, provincial, and local regulations and standards pertinent to resident care and to the institution's operations i.e. Nursing Homes Act, Workers' Compensation Act, College of Nurses etc.
- Ensures that a program of appraisal, which evaluates the quality of nursing care given, is established.
- Guides Health and Safety activities for residents and staff. Works with staff on WSIB/Early Return to Work Programs.
- Participates in all aspects of personnel policies and procedures.
- Proposes staffing patterns appropriate to the needs of residents.
- Responsible for the hiring and termination of all Nursing Personnel.
- Establishes and ensures implementation of Performance Reviews for all Nursing Staff.
- Is responsible for the Staff Development Program, including orientation and in-services, based on staff needs is established and implemented. Is responsible for the Staff Library.
- Organizes Nursing Administration Committee meetings and Nursing Staff meetings. Participates in Facility Nursing Administration Committee
- Promote a safe workplace through hazard reporting, adherence to safe work practices, and participation in safety training.
- Monitors attendance and addresses issues as needed.
- Set annual goals and objectives for nursing and personal care services that are aligned with HCH Mission Statement.
- Set, monitor and improve standards of residents care - Develop and revise roles and responsibilities for each category.
- Liaison with CWLHIN for reviewing and admission of new residents'.
- Collaborate with administration, medical staff and other health care disciplines and services to meet the residents' health care needs, and report all affecting residents care issues i.e. an outbreak management activities and risk management.
- Participate as member of Management Leadership Team
- Review and monitor nursing and personal care workers' contracts and quality of purchased services, supplies and equipment.
- Participate in Strategic Planning of HCH
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Qualifications:

- Registered Nurse currently registered or eligible for registration with the College of Nurses.
- Nursing Degree an asset.
- Minimum of 7 years progressive senior leadership role / experience in LTC
- Certificate or diploma in Administration i.e. Nursing Unit Administration, Long Term Care Senior Management.
- Experience and/or supervision in Geriatrics, rehabilitation or long term care nursing desirable.
- Committed to providing care and work with a person-centered approach
- Experience in providing physical, social and emotional needs that are in tune with people's changing needs
- Ability to interact with seniors in a way that it can be understood and communicate in a way that meets every individual's needs and preferences including those that are cognitively challenged
- Skill in planning, coordinating, and supervising a comprehensive Nursing Care Program.
- Communication skills.
- Knowledge of current concepts in Gerontological Nursing.
- High level of education in care plan documentation
- Knowledge of legislative requirements for long term care and accreditation guidelines
- Good computer skills. Knowledge of electronic care planning software Point Click Care (P.C.C.). RAI MDS 2.0 proficiency is an asset.



- Ability to demonstrate diplomacy and professionalism when working with families and other professionals.
- Exceptional interpersonal and customer service skills
- Demonstrated success in communicating with all levels of the organization that includes communicate effectively with staff, residents, families/visitors delivery/service personnel and the general public.
- Excellent problem solving, conflict resolution, and decision making skills.
- Good judgment skills and the ability to handle and maintain confidential information
- Ability to multi-task and prioritize workload.
- Ability to work independently as well as function as part of a multi-disciplinary team.
- Ability to be proactive and take initiative where required.
- Ability to focus on assigned tasks
- Detail-oriented and professional
- Ability to effectively handle multiple tasks simultaneously
- Ability to work under conditions of frequent interruption, being undisturbed by the complexities and variety of minute details.
- Competence in computer applications including Microsoft Office and Outlook.
- Demonstrated ability to observe boundaries, engage in appropriate emotional regulation, refrain from dual relationships with residents, maintain confidentiality, and engage in reasonable self-care strategies designed to reduce stress by balancing work/life responsibilities.
- Ability to read, write, and speak English
- A satisfactory and current Vulnerable Sector Screening.
- Evidence of a negative 2 step TB Test, full COVID-19 vaccination and up to date immunizations including Flu Shot (unless medically exempt)

Interested and qualified applicants should forward a resume and cover letter in Word or PDF format (as ONE document), indicating the Posting Number to Human Resources at 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.