



ASSISTANT DIRECTOR OF RESIDENT CARE

JOB POSTING

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| Position Title: | Assistant Director of Resident Care | Employee Group: | Temporary Full-Time |
| | | Classification: | Non-Union Management |
| Department: | Grace Manor Nursing | | |
| Posting #: | GM ADRC TEMP FT 2025-60 | Hourly Rate: | TBD |
| | | Hours: | 75 hours per pay; evenings and weekends or on-call may be required |
| Application Details: | Submit Resume and Internal Application form | | |
| Start Date: | ASAP | | 0800 h -0400 h |

Holland Christian Homes is seeking energetic and motivated Assistant Director of Resident Care (DRC) to join its team.

ORGANIZATION BACKGROUND:

Holland Christian Homes consists of 6 independent/Assisted Living apartment towers, as well as Faith Manor and Grace 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:

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.

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

Nursing Management/Resident Care

- 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.
- Provide practical and functional guidance to all nursing staff
- Complete daily rounds on each unit ensuring all clinical aspect adhered to according to MOLTC, CNO and HCH P&P
- Review HPG and work along with Home and Community Care assisting DRC to accept admissions and waitlist people awaiting admissions in LTC.
- Proper analysis of needs requiring high intensity approval
- Order medical supplies and supplies from the MOH as required
- Assist in the preparation for the annual MOLTC compliance inspection
- Ensures that care is provided according to best practice guidelines, CNO standards, and MOLTC legislation
- Ensures that staff perform duties as per legislation
- Resolving resident and family concerns in a timely manor
- Individualized holistic care through audits and care deliveries.
- Precise, timely care communication between the home and families/resident
- Providing care based on transparency
- Assists in matters for nursing service personnel including evaluations, disciplinary actions, terminations, promotions, time scheduling and maintenance of employee records.
- Monitor and document work practices of the Nursing Department
- Work along with DRC in hiring the best possible personnel – interview process
- A member of the staff appreciation committee
- A member (management representative) of the Joint Health and Safety committee
- Conduct regular in services for nursing staff along with monthly meetings
- Assist in the supervision of nursing students and supervises the initial orientation of RNs, RPNs and PSWs.
- Preceptor to RNs from Ryerson University
- Participate with the DRC to provide performance appraisals to staff annually
- Work along with DRC for staff scheduling and replacing call ins while on duty.
- On call manager during the week and weekends/holidays to provide assistance and advice to staff as needed.
- Support nurses on the home area during doctor's rounds
- Support nurses on the home area by providing resident care on a home area if needed
- In collaboration with HR, ensures that nursing personnel who are injured on the job are brought back to work in a timely manner. Provide modified work to injured staff in a timely manner in order not to lose time.
- Performs any other duties and responsibilities as assigned by the direct supervisor

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.
- The holding of a Nursing Degree and a Diploma in Long Term Departmental Management is an asset.
- Experience in geriatrics, rehabilitation or long-term care nursing as well as demonstrated leadership and administrative abilities are 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
- 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 inform Human Resources.

Positions will be awarded based on Seniority as defined by the Collective Agreement.

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.