



# GLEN HILL STRATHAVEN

A DURHAM CHRISTIAN HOMES COMMUNITY

## **ASSISTANT DIRECTOR OF CARE (ADOC)**

Full-Time

### **Organization Background:**

Guided by our Christian principles, Durham Christian Homes (DCH) enriches the lives of the residents we serve and those who serve them in seniors' housing, assisted living and long-term care.

### **Position Summary**

The Assistant Director of Care (ADOC) is accountable to the Director of Care (DOC) for the day to day management of the nursing department and resident care services. Through effective management of all resources in the nursing envelope and development of a strong nursing team, the ADOC will ensure the delivery of optimal care and service, based on legislative requirements and DCH standards.

The ADOC is required to perform their duties in a manner consistent with the core values and employee guiding principles, ensure resident safety, and demonstrate customer service excellence.

### **Duties and Responsibilities:**

#### **A. General Administration**

- Co-ordinates, directs and monitors the effectiveness of all operational activities within the nursing department;
- Contributes to operational plans for the effective operation of the nursing department;
- Delegates responsibility to nursing staff based on clearly defined lines of authority and communication;
- Participates in an effective quality and risk management system to ensure legislative regulations and standards are met;
- Participates in strategic planning and accreditation activities;
- Leads and participates in committees according to their terms of reference and areas of responsibility;
- Participates in corporate and external committees as requested;
- Follows all corporate policies and procedures; contributes to the development of site specific nursing policies as indicated;
- Performs nursing duties as required.
- Assumes responsibility for the nursing department in the absence of the DOC.

#### **B. Human Resources**

- Participates in an effective recruitment, orientation, and performance management process in accordance with DCH standards for all employees within the nursing department;
- Assists in the development, monitoring and evaluation of staffing patterns and work schedules in accordance with the nursing envelope budget and with Collective Bargaining Agreements, as applicable;
- Identifies nursing department learning needs and makes provisions for appropriate education and continuing staff development;
- Fosters positive working relationships with the union and employee representatives;
- Participates in the recruitment, orientation, and performance management process in accordance with DCH standards for all employees in the nursing department.

### **C. Financial Accountability**

- Participates in the development of the annual nursing budget;
- Monitors procurement and supply control procedures to ensure timely availability of resources within the nursing department;
- Oversees nursing processes to ensure that all documentation is completed in a manner that maximizes base funding and ensures access to other available funding initiatives.

### **D. Care Coordination**

- Contributes to the development of job routines for all nursing personnel;
- Adjusts job routines as necessary to meet resident care needs;
- Effectively participates in conferences with the interdisciplinary team providing care to the residents;
- Liaises with medical staff, nurse specialists, and consultants and supports effective clinical care for all residents;
- Utilizes evidence based nursing practice that will enhance resident care delivery;
- Ensures that care provided is documented as required in a timely manner.
- Supports the RAI-MDS program.

### **E. Community Relations**

- Fosters and supports a positive working environment with the service providers working with the Home.

### **F. Family & Resident Relations**

- Models and fosters an environment of positive customer service in all aspects of care;
- Responds promptly to concerns of residents and family members, mediating a satisfactory response to concerns and implements action plans to avoid reoccurrence of similar issues;
- Facilitates communication in complex care issues to foster positive resident outcomes;
- Ensures clinical care is delivered in a manner that is resident centred and fosters evidence based best practice;
- In collaboration with the Director of Family and Resident Services, coordinates and facilitates Resident Care Conferences and Interdisciplinary Team Conferences;
- Promotes an effective admission and discharge process and experience.

### **G. Occupational Health & Safety**

- Contributes to the development and creation of a safe work culture, leading by example in all aspects of health and safety;
- Ensures direct reports adhere to the OH&S Act and Regulations, all policies and procedures and that personal protective equipment is worn;
- Conducts regular safety audits and inspections of the department;
- Oversees orientation of all direct reports in all areas of health and safety, emergency preparedness and any departmental hazards;
- Participates in drills to prepare for emergencies and attends all education sessions in relation to emergency preparedness.

### **H. Quality Management**

- Contributes to the implementation of a complete quality and risk management program for the nursing department;
- Ensures the collection of clinical indicators within time line on a monthly basis as assigned;
- Contributes to the development of recommendations for corrective action to reach corporate mean for clinical indicators;

- Ensures that all risk areas identified are addressed in a timely manner and according to corporate policy and applicable legislation.

#### **I. Ministry of Health Compliance**

- Contributes to good working relationships with relevant persons within the Ministry of Health and Long Term Care (MOHLTC);
- Knows and interprets MOHLTC legislation, regulation and process;
- Contributes to the implementation of processes and systems to ensure compliance to all standards on an ongoing basis;
- Understands and interprets MOHLTC regulations and DCH standards.
- Certification in Infection Prevention and Control or commitment to obtaining same within a year of employment

#### **Qualifications:**

- Must possess a Current Certificate of Competence from the College of Nurses of Ontario;
- Bachelor of Nursing Science or equivalent post diploma education preferred;
- Must possess a minimum of two years' experience in Long Term Care or equivalent;
- Must demonstrate experience in working as part of an interdisciplinary team;
- Must demonstrate excellent leadership and communications skills;
- Must possess sound clinical skills and knowledge of gerontological nursing practice;
- Must possess excellent proficiency with WORD, email, internet use and computerized documentation;
- Must have familiarity with the funding process and the funding indicators;
- Must have knowledge of MOHLTC regulations.

#### **Working Conditions:**

- General office environment with minimal demands typical of a professional office environment;
- Required to meet deadlines.
- Ability to participate in after-hours/weekend on-call rotation for nursing department

Interested candidates should forward their resume in confidence to:

**Michelle Stroud, Administrator**

**Glen Hill Strathaven**

264 King St E., Bowmanville, ON L1C 1P9

**Fax: 905-623-1374 or [mstroud@dchomes.ca](mailto:mstroud@dchomes.ca)**

[www.dchomes.ca](http://www.dchomes.ca)

**Deadline date:** Friday, July 20, 2018 (or until suitable candidate is found).

*We thank all applicants for their interest. Only those selected for an interview will be contacted.*