



Internal & External Posting Assistant Director of Care



Posting Date: Thursday, March 29, 2019

Closing Date: Friday, April 12, 2019 @ 12:00 NOON

Wage: \$ 85,798 - \$101,017 per annum

Classification: Management, Class M4

An opportunity has become available for a **temporary Full-time, Assistant Director of Care (up to 6 months)** at The Pines Long Term Care Home. The Assistant Director of Care is responsible for supervising Registered Nurses, Registered Practical Nurses and Personal Support Workers in the delivery of resident care as well as directing clinical functions, in-service education, infection control and continuous quality improvement.

Responsibilities of the Assistant Director of Care will include, but not be limited to:

- Plan, organize, direct and evaluate the Nursing department to provide high quality resident care.
- Administer nursing philosophy, develop and implement departmental goals and objectives, policies and procedures in compliance with legislative and corporate requirements. Administer policies and procedures for nursing staff, residents, families, medical staff, other departments and service providers.
- Manage employees in a manner consistent with District values, policies and procedures, including selection, orientation, work scheduling, training and performance evaluation.
- Ensure that employees work safely and in compliance with the relevant statutes and regulations and with the safe work procedures and directives as established by the District.
- Maintain, develop and implement department plans, policies, procedures and manuals in accordance with legislative and corporate standards. Ensure compliance to standards in respect to nursing ethics, quality assurance, infection control, emergency procedures and occupational health & safety.
- Participate on committees related to resident care and operation of the facility.
- Lead infection control activities; act as the Infection Control Nurse in an outbreak situation; monitor all isolation case to ensure that all departments follow procedures; recommend appropriate actions in infection control; develop, maintain and monitor infection control procedures and data reports; maintain infection control records.
- Establish staffing patterns and work schedules and monitor and adjust as necessary.
- Plan, provide or arrange for in-service and continuing education programs for facility and department staff. Encourage professional growth and development for all staff based on employee and facility needs. Maintain employee development manuals and library.
- Maintain a positive image of the facility through ongoing communication with external contacts including families and volunteers.
- Respond to emergencies as required.
- Works as a unit registered staff member in the event of critically short staffing.
- Maintains flexibility and availability in hours of work including approximately one weekend day per month.
- Other duties as assigned.

The successful incumbent to this job will bring to the District:

- A University degree with a Bachelor of Science in Nursing or equivalent.
- A valid Certificate of Registration from the College of Nurses and be a member in good standing.
- Over three (3) years managerial experience in a health care setting

The Assistant Director of Care must have a comprehensive knowledge of nursing and health care practices and techniques in a long term care setting as well as a proven ability to design and implement new concepts and accomplish performance objectives. They must demonstrate highly developed skills in leadership, team building, organizational development, customer service, written and oral communications and be technological proficiency.

If you have the necessary skills, experience and qualifications, please review the **“How to Apply”** instructions before submitting your application.

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.