



Internal & External Posting Director of Care

Posting Date: Friday November 16, 2018

Closing Date: Friday, November 30, 2018 @ 12:00 NOON

Wage: \$ 100,614 - \$ 118,460 per annum

Classification: Management, Class M5

The Pines is a Long Term Care Home for 160 residents and is located in Bracebridge, Ontario within the District of Muskoka. The Pines' Mission is Optimizing Life with excellent care, compassion and comforts of home. Given a retirement, an opportunity is available for a **Permanent Full-time, Director of Care**. The Director is responsible for managing the delivery of nursing programs to ensure high quality resident care in accordance with our Mission and the legislative, policy and procedure requirements. You will provide leadership, direction and technical support to departmental staff consistent with District values, policies and procedures including strategic planning, recruiting and development and performance evaluation.

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

- Plan, organize, direct and evaluate the activities of the Nursing department to provide high quality resident care.
- Administers policies and procedures for nursing staff, residents, families, medical staff, other departments and service providers.
- Accountable for the safety and security of employees and facilities and to ensure that employees work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Liaise with Unions including participating in grievance administration and collective bargaining negotiations.
- Liaise and consult with families and residents. Coordinate the admission process. Assist departmental staff in development and implementation of holistic resident care plans. Maintain direct contact with all residents on a regular basis.
- Adhere to standards in respect to quality assurance, infection control, emergency procedures and occupational health and safety. Ensure compliance by employees.
- Maintain a positive image of the facility through ongoing communication with external contacts including families and volunteers.
- Ensure availability of and maintenance of nursing supplies and equipment.
- Participate in budget planning and is accountable for maintaining departmental budget.
- Assume responsibility for the facility in the absence of the Administrator.
- Respond to emergencies as required.
- 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. Must be a Registered Nurse and a member in good standing with College of Nurses of Ontario
- Over five (5) years managerial experience in a health care setting

The Director of Care is responsible for administering a nursing philosophy, developing and implementing departmental goals and objectives and policies and procedures that are in compliance with legislative and corporate requirements. The successful applicant will have a comprehensive knowledge of nursing and health care practices and techniques in long term care. They will also have a proven ability to design and implement new concepts, accomplish performance objectives as well as have demonstrated highly developed skills in leadership, team building, organizational development, customer service, written and oral communication and be technologically proficient.

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.