

The District Municipality of Muskoka is currently recruiting for a **Assistant Director of Care**



The District of Muskoka is seeking a nursing professional to join our dedicated team at the Pines within the Health Services department, on a permanent full-time basis.

Reporting to the Director of Care, 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.

The typical work week for an Assistant Director of Care is 37.5 hours per week and the schedule may include days, evenings and weekends. The Assistant Director of Care is also required to participate in an on-call rotation and respond, as required.

The Assistant Director of Care is responsible for, but not 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.

Why the District of Muskoka?

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

The Pines is a Class A facility, owned and operated by The District Municipality of Muskoka and located in Bracebridge, the heart of Muskoka. Our cozy and comfortable home encompasses five resident home areas (one secure) and has four wonderful courtyards with plenty of outdoor spaces to roam about. The Pines has been serving seniors with care and dignity in our community since September 1961.



What you will bring to us

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 skills in leadership, team building, organizational development, customer service, written and oral communication and be technologically proficient.

On the practical side, you hold a Bachelor of Science in Nursing or equivalent and must be a Registered Nurse in good standing with the College of Nurses of Ontario. You will also have over three (3) years' managerial experience in a health care setting.

What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range (2019) for this management position is: \$ 87,300 - \$ 102,784

How to Apply

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

POSTING CLOSING DATE: Wednesday October 28, 2020 @ 12:00 NOON

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.

