



Associate Director of Care

Victoria Manor - Human Services, City of Kawartha Lakes

The City of Kawartha Lakes is located on the Trent Severn Waterway in central Ontario, and offers a unique mix of urban, rural and waterfront living to its growing population of 75,000. The City is a progressive, forward-thinking community with a positive business environment and a thriving artistic community. Recognized as a prime tourist area for its year-round leisure opportunities, Kawartha Lakes is rich in culture and heritage, a strong agricultural community, and abundant in all the amenities being sought by residents and visitors alike.

The Human Services department is seeking a permanent full time Associate Director of Care to join our dynamic team at Victoria Manor Long Term Care. Reporting to the Director of Care, this position will be accountable to support the management of the nursing department, nursing staff and resident care services in accordance with quality management, legislative requirements and the organization standards. As a valued member of the team, the Associate Director of Care will help us champion our collective commitment to deliver quality care and fulfill our mission to help residents live fully every day.

Essential Responsibilities:

- Oversees nursing team based on clearly defined lines of authority and communication.
- Performs nursing duties to ensure clinical excellence at all levels in the care community
- Oversees clinical care processes to ensure that care is delivered according to individual plans of care for residents.
- Leads the implementation and monitoring of required clinical programs, i.e. Falls Prevention, Skin and Wound Care, Continence Care, Pain Management.
- Actively participants in committees according to the terms of reference and areas of responsibility.
- Models and fosters an environment of positive customer service in all aspects of care
- Coordinates and ensures care processes for the RAI MDS Program, Nursing Rehab, and Restorative Care Program are implemented, including evaluation outcomes and monitoring of performance metrics.
- Leads the recruitment/retention, orientation, and employee labour relations efforts related to Personal Support Workers and Care Support Assistants.
- Identifies nursing department learning needs and makes provisions for appropriate education to support clinical care program delivery and increase capacity building of team members.
- Provides team members with regular feedback regarding performance through the probationary period and continuous performance evaluations.
- Supports home area/neighbourhood leaders with complex care issues or concerns to foster positive resident outcomes.
- Assists in the development, monitoring, and evaluation of staffing patterns in accordance with the nursing budget and with Collective Bargaining Agreements as applicable.
- Contributes to the development of job routines for all nursing personnel.
- Ensures clinical care is delivered in a manner that is resident centred and fosters evidence based best practice.
- Working with the DOC, ensures nursing practice align with the College of Nurses and the organization's vision, mission and values.
- Promotes an effective move in and move out process.
- Participates in Resident and Interdisciplinary Team Conferences as required.
- Works in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.

- Monitors procurement and supply control procedures to ensure timely availability of resources within the nursing department.
- Manager on call rotation, attendance in the home once every 9 weeks is required. Willing to flex hours for evenings and nights to support education on these shifts
- Performs other duties as assigned.

Key Qualifications:

- Current registration with the provincial College of Nurses.
- Bachelors of Science in Nursing or equivalent post diploma education preferred.
- A minimum of 3 years' experience in clinical nursing in seniors' care that may include geriatric, long term care, rehabilitation, or chronic care setting.
- Knowledge of provincial Long Term Care Act & Regulations preferred.
- Excellent proficiency with WORD, email, internet use, and computerized documentation
- Ability to coach and mentor team members.
- Strong customer service experience.
- Willingness to upgrade and maintain personal and educational qualifications as required by the changing demands of the job.

Salary (2022): \$94,908 – \$111,029 (annual, commensurate with experience and qualifications) (annual, commensurate with experience and qualifications)

Interested applicants are encouraged to apply on or before February 15, 2022 through the Careers page on our website: <https://www.kawarthalakes.ca>

We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated throughout this process.