

JOB POSTING: DIRECTOR OF CARE (RN)
POSITION(S) AVAILABLE: FULL – TIME

ORGANIZATION

Unionville Home Society (UHS) is a non-profit charitable organization located in Unionville providing services to seniors since 1967. UHS and its affiliate corporations operate a long-term care home, rental housing for seniors, a seniors active living centre, and a life-lease apartment building. In addition, the organization provides community support services including an adult day program and geriatric assessment services. Our beautiful campus of care is home to over 350 residents and our vision is to be a progressive community where older adults thrive; aging well and living better.

JOB SUMMARY

The Director of Care (DOC) functions as a member of the senior leadership team and is responsible and accountable for administration and clinical results. The DOC directs, plans, organizes, supervises, coordinates, controls and evaluates high quality nursing care, therapeutic and rehabilitation services and resources. The DOC is also responsible for the clinical, financial and staff management of the Nursing department and assists in developing department philosophy, goals, objectives, standards, policies and practices and procedures to ensure the highest quality of care.

KEY RESPONSIBILITIES:

Administrative Management

- Directs and coordinates all resident care including the provision of primary health, advanced nursing care and wellness services to meet the Residents nursing and personal care needs, consistent with the professional Standards of Practice of the College of Nurses of Ontario
- Participates in the nursing services preparations throughout the year for Compliance Review, Case Mix Index (CMI) Review and Accreditation Review
- Directs, plans, supervises, controls and evaluates the Nursing Services at Union Villa, including but not limited to Infection Control, Wound and Skin Care, Staff Education and other specialized resources/programs (Palliative Care, Falls Prevention)
- Serves as the key point of contact with residents, family members and in particular, residents with special needs, exercising discretionary authority to review and investigate all complaints or concerns regarding care quality, care and service practices all associated resident care and comfort issues
- Maintains open access for communicating with residents and families. Initiates immediate action as required. Informs the Administrator, CEO, SLT and Ministry of Health and Long-Term care as suitable
- Participates in clinical committees and committees of management including Professional Advisory Committee; nursing services meetings and Resident Council meetings upon request
- Promotes shared or linked services, programs and inter-agency actions involving community agencies and other health care providers i.e. OTN; BSO
- Is on call for nursing services as required
- Directs, monitors and controls expenditures within established budget parameters, delegating budget planning and management responsibilities as appropriate
- Prepares projections of resource and associated financial requirements for all direct care areas and prepares annual department operating and multi-year capital budgets, including staffing requirements and recommendations for equipment purchases and program supplies
- Directs and ensures that the nursing services administrative practices are conducted in a prudent, productive and efficient manner, that UHS policies are maintained and adhered to and that relevant standards of compliance, and accreditation and financial management are met

Staff Management

- In conjunction with the Human Resources department, ensures the maintenance of all departmental job descriptions, and performance standards are up-to-date as per current and approved procedures
- Ensures that performance reviews are conducted for all areas of responsibility as per HR Policy

- Handles mid-level labour relations issues; ensures that all direct reports are kept regularly informed of policies, practices, procedures and the terms and requirements of the Collective Bargaining Agreement
- Immediately informs the Administrator of any situations or problems that arise that may put UHS or the residents at risk, or that stand in the way of completing responsibilities within quality requirements
- Promotes effective communication, liaison, co-operation and co-ordination of quality management services and programs with community agencies and other health care providers
- Develops a human resources plan for nursing services with consideration of the appropriate mix of professional and support staff to meet the needs of the resident population

Health and Safety:

- Carries out Health and Safety practices in accordance with UHS Health and Safety Policies and the Occupational Health and Safety Act of Ontario
- In the event of a fire or Emergency will take the lead in the absence of the Administrator
- Ensures that accident and incident reports for residents and employees are documented and acted upon and forwarded to the Administrator and Ministry of Health & Long-Term Care
- Ensures that Public Health Standards are met through inspections, audits and quality assurance programs and through communication with Public Health officials as required
- Participates in monthly fire drills and Emergency Preparedness drills

Continuing Education

- Responsible to attend all annual mandatory in-services as required by the Ministry of Health and Long-Term Care, and the Occupational Health and Safety Act of Ontario
- Keeps abreast of current therapies and techniques, take courses where applicable and approved by Administration in order to teach and adapt techniques to meet the needs of the residents or staff
- Maintains current knowledge with current best practices, legislation and regulations of the College of Nurses

KNOWLEDGE, SKILLS and ABILITIES

- Bachelor of Science in nursing degree preferred or Baccalaureate degree in a related discipline
- Current Certificate of Competence from the College of Nurses of Ontario (CNO) and Registered Nurses Association of Ontario (RNAO)
- A minimum of 5 years' experience in the management of a nursing department
- Proven record in clinical care management, financial management, organization development, communication and human resource management
- Current knowledge of geriatric/long term care best practice and standards
- Proficiency in computers – Microsoft Office, Word, Excel
- Demonstrated leadership and management skills
- Outstanding organizational skills to manage many competing timetables and responsibilities
- Ability to exercise good judgment, tact and diplomacy
- Empathetic attitude and desire to contribute towards the wellbeing of the elderly
- Excellent written and verbal communication skills
- Excellent interpersonal skills

A Vulnerable Sector (Police) Check, 2 step TB test and negative COVID-19 test result is required as part of the recruitment process.

Interested candidates should submit their resume to careers@uhs.on.ca and indicate where you saw this job post. Only candidates that are to be interviewed will be contacted.

Unionville Home Society is committed to diversity in the workplace and encourages applications from all qualified individuals. Please notify careers@uhs.on.ca should you require accommodation for disabilities throughout the recruitment process.