

ADMINISTRATOR/DIRECTOR OF CARE

DEPARTMENT:	LONG TERM CARE – HYLAND CREST
REPORTS TO:	VICE – PRESIDENT CLINICAL SERVICES
STATUS:	PERMANENT FULL TIME
SHIFT:	DAYS
COMPENSATION:	COMMENSURATE WITH EXPERIENCE
UNION:	NON-UNION
AVAILABLE TO:	INTERNAL & EXTERNAL CANDIDATES
DATE POSTED:	OCTOBER 18, 2022

POSITION DESCRIPTION:

The Administrator/Director of Care is responsible for the managerial and clinical oversight of the LTC Home providing leadership, direction and technical support to departmental staff consistent with HHHS values, policies, and procedures and legislative requirements. Ensures employee compliance with adherence to standards of quality, infection control, occupational health, professional practice and emergency procedures in support of the provision of high-quality, safe and efficient resident care. As a member of the management team, communicates the organizational vision, strategic goals and objectives and participates in the establishment of annual operating plans. Manages the human, fiscal and capital needs within allocated resources. Completes departmental schedules in compliance with applicable collective agreements and monitors workflow. Ensures all health and safety measures required by applicable legislation are followed and all reasonable precautions are taken to protect the health and safety of our workers and residents. Responsible for intervening when issues are brought forth as well as identifying, managing and reporting any concerns or issues. Liaises with unions, families, residents, volunteers and other internal and external partners as required.

QUALIFICATIONS:

- BScN degree and current registration with the College of Nurses of Ontario
- Minimum of 3 years' experience working in a managerial capacity in a Health Care setting, preferably Long Term Care (LTC)
- LTC Administrator and DOC course or completion within one year
- A minimum of 5 years' experience working as an RN in a LTC environment
- Excellent critical thinking and problem solving skills
- Knowledge of and demonstrated ability in analysis, measurement and evaluative methods, facilitation and presentation skills.
- Demonstrated experience with the promotion and implementation of clinical best practices
- Excellent interpersonal skills and ability to work with administration, the management team, the Board of Directors, charge nurses, staff, physicians and community stakeholders
- Knowledge of the legislation, guidelines and regulations of the Long Term Care Act(s)
- Demonstrated commitment to continuing education

SUBMIT APPLICATION AND RESUME TO:

**Human Resources
Haliburton Highlands Health Services
Box 115, Haliburton, ON K0M 1S0
E-mail: hr@hhhs.ca
Fax: 705-457-4609**

PLEASE QUOTE JOB NUMBER:

2022-80

DEADLINE:

October 26, 2022 @ 1600 Hours

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.