

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:	NOVEMBER 4, 2022

POSITION DESCRIPTION:

The Director of Care is responsible for the activities of the Nursing Department to provide high-quality resident care. Develops and administers policies, liaises with unions, families and residents. Ensures employee compliance in adherence to standards of quality, infection control, occupational health and emergency procedures. Plans clinical care areas strategic direction, establishes annual operating plans and capital budgets and provides budgetary reports to the CEO. Plans the human, fiscal and capital needs within allocated resources and supports payroll approval. Ensures professional practice standards are effectively deployed, communicated and monitored. 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. Ensures the delivery of safe, efficient and high-quality services for all patients and clients. Responsible for intervening when issues are brought forth, identifying, managing and reporting any unsafe conditions as appropriate.

QUALIFICATIONS:

- Diploma or 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 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 best practice guidelines
- 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

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.