

County Administration Buildings, Belleville, Ontario

## **ASSISTANT DIRECTOR OF NURSING / REGISTERED PRACTICAL NURSE**

Centennial Manor Long Term Care Facility in Bancroft Ontario has an opening for one (1) **part time** Assistant Director of Nursing/Registered Practical Nurse. The primary duties of this position is to assist the Director of Nursing and provide support to the Nursing Department.

**Duties:**

- Conduct or participate in Nursing Department interviews, orientations and evaluation procedures.
- Arrange orientation training, assessment of PSW learning needs, preparation of training including client-specific training, ongoing education and coaching.
- Evaluate PSW competencies, monitor and support on going PSW performance
- Ensure that in-service programs are provided and encourage the continuing development of the nursing staff.
- Daily supervision of nursing staff in compliance with accepted nursing practices.
- Conflict resolution and corrective instruction of PSW staff.
- Ensure PSW processes are accurate with RAI.
- Participate in Compliance Inspection and Accreditation processes.
- Assist with the preparation of the Nursing Department budget and ensure effective control of the budget.
- Assist with all components of the Infection Control Program as required.
- Supervise in accordance with and follow the Occupational Health and Safety Act and County Policies.
- Assist and ensure all employee incidents are documented, investigated and submitted to the Director of Nursing as required.
- Assist the Director of Nursing to immediately report and document all incidents of alleged, suspected or witnessed abuse or neglect of a resident in accordance with County policies and the Ministry of Health Long Term Care Act, 2007.
- Be aware of and follow emergency response procedures including all practice drills.
- Be accountable for the delivery of high quality, safe and reliable care along with a safe work environment to ensure and protect the health and safety of those who use and deliver the programs and services provided by Hastings Manor.
- Supervise nursing staff in the completion of Care Conference duties and as needed participate in the Care Conference as the lead nursing representative.
- Be accountable for the completion of referrals to outside agencies such as Seniors Mental Health and Mobile Response Team/Behavioural Support Ontario and act as the Behavioural Support Liaison Lead as needed.
- Other duties, such as audits related to quality indicators, may be assigned from time to time.

**Qualifications:**

- Current regulated or licensed Registered Practical Nurse.
- Current Certificate of Competence in the Province of Ontario
- 3 years clinical, project leadership or management experience.
- Strong written and oral communication skills
- Demonstrated knowledge and experience of education strategies/facilitation and group presentations.
- Possess superior organizational, time management and problem solving skills.
- Proficient computer skills for data entry, report presentation and submissions.

**Salary Range:** \$31.97/hour to \$37.39 plus up to 14% in lieu of benefits

Applications for this position will be received in the Human Resources Department until **4:00 p.m. on Friday, February 9, 2018**

**Please forward applications to:** [careers@hastingscounty.com](mailto:careers@hastingscounty.com)

County of Hastings, 235 Pinnacle Street, Belleville, Ontario K8N 3A9

*In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information collected will be used only for the purposes of this employment opportunity.*

We thank all applicants for their interest in this position; however, only those applicants selected for an interview will be contacted.

*The County of Hastings is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. Please contact us if you require this posting in an alternate format. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.*