



Hastings Manor Long-Term Care Home
Belleville, Ontario

2022-NON-HM-247

Director of Nursing

Permanent Full-Time

Hastings County has an opening for one **(1) permanent full-time Director of Nursing** position at Hastings Manor Long-Term Care Home. Reporting to the administrator, the primary function of this position is to be responsible for providing safe, resident focused, quality nursing services in the Long-Term Care Home to the residents, while ensuring compliance with Ministry, legislative, and County expectations. The primary services include planning, organizing, directing, coordinating, and evaluating the care and services provided in the home.

DUITES:

- Develop and interpret nursing philosophy, goals, objectives, policies and procedures. Incorporate all new standards in accordance with the Fixing – Long-Term Care Act, 2021 and all applicable regulations.
- Conduct or participate in Nursing Department interviews, orientations, evaluations, and disciplinary procedures up to and including recommendations for termination.
- Understand and work within the guidelines of the collective agreements. Liaise with collective bargaining units to promote mutually beneficial resolutions.
- Ensures the appropriate resources are in place for the medication administration program, monitoring drugs and narcotics to ensure their control and safekeeping.
- Leads staff education sessions on a variety of topics, designed to meet legislative compliance requirements and improve staff skill levels.
- Liaise with the Home Physician as required in medical care of residents and keep the Administrator informed of health conditions of the residents.
- Ensure that appropriate resident medical records are maintained and care planning is current.
- Develop evidence-based policies and procedures in accordance with best practice guidelines and participate in relevant nursing research.
- Supports and facilitates the implementation and evaluation of mandatory programs under the Long Term Care Act including skin and wounds, falls, pain management, restraints, continence, and end of life care.
- Ensure that all Nursing Policies and Procedures are kept current and up to date.
- Ensure that all residents receive optimum nursing care which is in compliance with Nursing Policies and Procedures.
- Provide verbal and regular written reports on the department's operations to the Administrator on a monthly basis.
- Immediately report and document all incidents of alleged, suspected or witnessed abuse or neglect of a resident in accordance with County policies and the Fixing – Long-Term Care Act, 2021.
- Liaise with all managers to ensure holistic, person-centered quality care.
- Promote positive team member and resident relations, and liaise effectively with families/POA and outside agencies and address concerns in a timely manner.
- Facilitates the Continuous Quality Improvement Program of the Home through the use of Ministry Inspection Protocols, indicators, annual program evaluations, completion of the annual Ministry Quality Improvement report, and participating in Accreditation related activities. Identify areas for improvement and implement initiatives.

- Prepare the Nursing Department budget in collaboration with the Administrator/ Director of LTC and ensure effective control of the budget.
- Facilitates the coordination of the ordering, inventory management, distribution, and appropriate and safe use of supplies and equipment for the nursing department.
- Participate in or take a lead role in committees and departmental meetings as required under the Fixing Long-Term Care Act, 2021.
- Have knowledge of and implement funding allocations available through the Ministry of Long-Term Care and other agencies.
- Supervise in accordance with and follow the Occupational Health and Safety Act and County Policies.
- Ensure all employee incidents are documented, investigated and submitted to the Administrative Assistant.
- 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.
- Other duties as may be assigned from time to time.

MINIMUM QUALIFICATIONS

- Registered Nurse with current Certificate of Competence in Ontario.
- Six to eight years Nursing experience in a managerial/supervisory role.
- Superior planning and management skills.
- Demonstrated ability to supervise a large number of staff providing various levels of nursing care.
- Ability to work with minimal supervision and demonstrate sound decision making, time management and administrative skills.
- Ability to prioritize and work efficiently and accurately to meet deadlines in a fast paced environment.
- Strong interpersonal skills, patience and oral and written communication skills to effectively communicate with residents, the public, staff and external service providers.
- Capacity to create an environment conducive to the well-being of the residents.

OTHER CONSIDERATIONS/ENHANCED QUALIFICATIONS

- B.Sc.N. Degree
- Certificate of Gerontology or other post RN education in the field of gerontology
- Nursing Management/Leadership courses
- Experience in Long Term Care and applied knowledge of relevant legislation

HOURS OF WORK: 8:30am to 4:30pm, Monday to Friday

SALARY RANGE: \$104,861 - \$122,645 per annum plus excellent fringe benefits

Closing Date: Thursday, July 14, 2022 by 4pm

Please send resume and cover letter by email to: careers@hastingscounty.com

Quote: 2022-NON-HM-247 – “Your Name” in the subject line

Juliana Alvarez-Molina
Human Resources Advisor
Talent Management & Acquisition

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 candidates who apply, but advise that only those persons 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. The successful candidate will be required to provide a clear Criminal Record Check and/or Vulnerable Sector Check and proof of being fully vaccinated against COVID-19 or eligible approved exemption by Hastings County.