



ST. PATRICK'S HOME OF OTTAWA - JOB POSTING **Acting Director of Care – 6 Month Contract**

St. Patrick's Home of Ottawa has a long and very proud history, founded two years before Confederation, it is one of the oldest long-term care homes in Ontario, with 288 beds and approximately 360 staff. Inspired by the compassionate spirit of St. Marguerite d'Youville, staff and volunteers share a commitment to the Mission, Vision and Values of the Home.

Position Summary

Reporting to the President & CEO and is a member of the Leadership Team the Acting Director of Care (ADOC) will provide progressive leadership and strategic management through the establishment of a collaborative interdisciplinary practice environment, ensuring overall excellence in quality practice initiatives and Nursing programs congruent with the Mission, Vision, Values and Philosophy of the Home.

The successful candidate will be responsible for:

- Responsible for the implementation of the objectives, policies, procedures and best practice guidelines relating to the Nursing Department to ensure service excellence on a daily basis and compliance with IPAC standards and relevant legislation including the Long-Term Care Act, 2021 as well as Occupational Health and Safety legislation and Privacy legislation.
- In collaboration with the AVP Nursing, delegates responsibilities to appropriately qualified staff, according to applicable legislation and standards of the College of Nurses of Ontario;
- Working with the CEO and the AVP Nursing, functions as liaison person between the Home and the residents and their families ensuring open communication.
- Responsible for the compliance of provincial legislation and protocols, pertaining to resident care and responding to inquiries, directives and matters clinical in nature.
- Accountable for the supply, control and safe keeping of drugs and narcotics, ensuring standard protocols are followed on all shifts and monitor competency for safe administration of treatments and documentation standards.
- In collaboration with the AVP Nursing, coordinates the Admissions process, serving as liaison with Home and Community Care Support Services, file review and related decisions.
- In conjunction with the CEO and the AVP Nursing oversees the work of the RAI/MDS staff, ensuring high risk indicators are addressed and managed.
- Working with the AVP Nursing, coordinates all aspects of Nursing Restorative at St. Patrick's Home and directs the work of the Nursing Team Programs and associated Committees.
- Addresses complaints and concerns related to all areas of the Nursing program.
- In collaboration with the AVP Nursing, serves as primary clinical support, delivering reports and current information via 24hour summary, leadership report and ensuring reporting time-lines are followed for all reporting requirements.
- Participates in human resource development through participation in hiring decisions, regular staff performance appraisals, attendance management and progressive discipline.
- Working with the Manager of HR, establishes, monitors and evaluates staffing patterns and work schedules and assignments that maximize continuity and consistency of care and staff retention.
- All other duties as assigned.

EDUCATION OR EQUIVALENT KNOWLEDGE

- Baccalaureate in Nursing Science with additional Leadership education.
- Minimum of 5 years nursing.
- Current Certificate of Competence from the College of Nurses.

QUALIFICATIONS

- Demonstrated leadership ability in working within interdisciplinary environment.
- Knowledge of long-term care facility administration, including: accreditation standards, *Fixing Long Term Care Act, 2021* and the RAI-MDS process.
- Demonstrated ability in managing human resources, HR investigation techniques and financial administration, including experience managing in a unionized environment and budget administration.
- Judgment and initiative in problem resolution of complex and sensitive issues.
- Ability to work with minimal supervision in combination with the ability to supervise and manage others.
- Team player in combination with ability to function as a group facilitator and chairperson of committees
- Possess an understanding of the aging process in terms of psychological, physical and functional assessments and implications.
- Computer literacy (Word, Excel, Power Point) and familiarity with RAI/MDs assessment system and web-based systems pertinent to LTC.
- Demonstrated ability to multitask and manage multiple deadlines.

Interested applicants can apply via email to: HR@stpats.ca no later than January 25, 2024.