



## **Director of Care**

Chapel Heights is looking for a Director of Care that is compassionate and caring to our seniors and has great leadership abilities. At Chapel Heights we believe the success of our building is by valuing our staff and treating them with respect. This in return encourages staff to naturally treat our residents like their own family allowing our residents to have a quality of life and harmonious family environment like no other.

The Director of Care is responsible for the coordination and scheduling of resident care activities in compliance with RHRA legislation and the standards set out by the College of Nurses. The Director of Care is responsible for the maintenance of an atmosphere conducive to achieving the optimal health and welfare of the residents and employees. The Director of Care will also be responsible for the direction and guiding staff to meet the requirements of COVID restrictions and implementing all necessary pre-cautions for prevention.

### **The responsibilities of this position include but are not limited to:**

- Oversee the drug administration programs includes the standards of control and safekeeping on narcotics.
- Adheres to the standards of the Retirement Home Act and regulations and abides by the standards, policies, and procedures of Chapel Heights Retirement
- Maintains a current registration.
  
- Accountable for the highest standard of resident care and quality of life being provided for the residents through the development and maintenance of appropriate care plans, effective supervision of the performance of nursing staff, provision of the required equipment and supplies and appropriate staffing pattern, nursing services, policies and procedures.
- Coordinate the hiring, orientation, continuing education, supervision, regular performance evaluation and if necessary, termination of nursing staff. Review and approve relevant position descriptions.
- Assume responsibility for the Retirement Home's overall operations in the absence of the Administrator.
- Assist in the orientation and staff development of staff in other departments such as Infection Control.
- Convene and participate in meetings as necessary to ensure the effective management and operation of the Nursing Department.
- Acts as an ambassador and role model for Retirement in all interactions with the community, residents, visitors, staff and volunteers both within and outside of the facility.

- Set goals and objectives for resident care progress; Set up care conferences as per RHRA.
- Actively promote, support and assist in public relations and volunteer recruitment programs. Role model and promote collaboration and coordination of services/programs with community agencies and other health care providers.
- Foster a collaborative relationship and effective, proactive communication with RHRA representatives, the community, physicians, coroner, pharmacist, health care facilities, CCAC and other appropriate agencies or organizations, as related to Resident Care Services.
- Represent Chapel Heights at seminars, work shops and other appropriate meetings.
- As an integral member of the site leadership team, participates in decision-making particularly in matters related to staff and resident health and safety.
- Works closely with Sales and Marketing and closure of sales, assessments etc.
- Strong English language communication skills

**The ideal candidates will possess:**

- Minimum of 3 years management experience in a Retirement Home/LTC care setting.
- Current certificate of competence with the College of Nurses of Ontario as a Registered Practical Nurse or Registered Nurse.
- Sound knowledge of infection control practices, adult education, and workplace safety is an asset. Knowledge of relevant legislation is essential, as are computer skills.
- Good communication skills and understanding of the RHRA requirements.
- Experience with infection control and droplet pre-caution protocol
- Great leadership skills and approachable to staff, residents and family members
- Familiar with Point Click Care or similar system.
- Provide a police check with vulnerable sector and provide a record of immunization for TB on hire.

Send resume to attention of [connie@chapelheights.ca](mailto:connie@chapelheights.ca)

Successful Candidates will be contacted.