



July 28, 2015

## Internal/External Posting

Baltic Properties is currently recruiting for the following position at  
**Nicola Lodge, in Port Coquitlam, BC:**

### Director of Care

Posting end date: **August 31, 2015**

Position Start Date (tentative): **October 1, 2015**

**To apply:** Please send your resume and cover letter by

Fax to **604-777-9240** or

Email to **jobs@balticproperties.ca**

### Director of Care

#### **Job Summary**

To provide leadership, education and guidance to the Care staff (Nurses and Care Aide), to ensure the provision of safe, effective and coordinated care within the standards and guidelines established by professional, licensing and funding bodies to all residents. The Director of Care is accountable to the General Manager. Responsible for ensuring resident well being and safety.

#### **General Description**

- This position combines the role of clinical leader, educator and supervisor to direct, supervise and provide professional nursing and support to care staff.
- The DOC will participate as a member of the Leadership Team and meet regularly to discuss, plan, implement and evaluate overall utility operations.
- The DOC will ensure the development and implementation of high quality and procedures to facilitate the achievement of high quality standards of care and service.

#### **Qualifications**

- Registered Nurse registered with the College of Registered Nurses of British Columbia (CRNBC).

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#### **Baybridge-Baltic Group**

*Brookside Lodge, Surrey BC - The Cascades, Chilliwack BC*

*Lake Country Lodge, Lake Country BC - Lakeview Lodge, West Kelowna BC*

*Mariposa Gardens, Osoyoos BC - Nicola Lodge, Port Coquitlam BC - Ridgeview Lodge, Kamloops BC*

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- Advanced education in Nursing Administration and gerontology from an approved College or University; Baccalaureate Degree preferred
- Minimum of 5 years' experience in a long-term care facility setting
- Excellent interpersonal and communication skills
- Good working knowledge of Provincial long-term care services
- Current First Aid and CPR certificate
- Basic computer knowledge to meet job demands.

### **Required Knowledge, Skills, and Abilities**

- Demonstrated clinical competence and the ability to provide leadership to a group of professional and non-professional clinicians
- Ability and desire to support the organization's philosophy, values and goals
- Advanced preparation and working knowledge of gerontology and Psycho-geriatrics
- Good working knowledge of provincial legislation and programs to promote compliance with regulatory reporting requirements;
- Skill and ability to utilize effective adapted communication techniques, social and interpersonal skills with residents, staff and others to adequately meet the needs of the residents
- Demonstrated ability to work harmoniously to develop and foster a team approach
- Demonstrated ability to effectively communicate verbally and in writing
- Possess a high standard of personal hygiene and grooming
- Evidence of good physical, psychological and emotional health, and the capability to handle the demands of the job

### **Responsibilities and Duties**

- Review move in paperwork to ensure suitability and appropriate placement to provide safe care.
- Ensures that all residents' needs are assessed upon move-in and on an ongoing, timely basis for the purpose of guiding staff in the planning and organizing of care to meet the total needs of each resident. Care plans will be implemented and evaluated on a regular basis.
- Guides staff in the development and maintenance of a comprehensive written care plan for each resident that encompasses, medical needs/treatments and interventions, short and long-term measurable goals, as well as approaches with the resident/family and interdisciplinary team to meet total needs of residents.

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- Participates in regular leadership team meetings with members of the leadership Team for the purpose of Sharing communication and coordinated planning of care and service strategies.
- Acts as a role model and mentor to support and interpret the organization's philosophy, goals, and objectives to peers, staff residents, physicians, families and visitors.
- Acts as a liaison with other professionals within the home and community.
- Reviews and revises staff routines as required to ensure a safe environment and the promotion of competent, cost-effective and efficient care within standards and guidelines.
- Acts as a team member to coordinate care and services with other professionals and organizations. Conducts move in planning for all residents. Participates' in monthly resident council meetings as needed and follows up with concerns.
- Communicates and models respect and privacy for resident. Encourages staff in the proper maintenance of a comfortable environment that minimizes noise, promotes comfort and security for others.
- Problem solving and addressing concerns from residents/family and staff.
- Conducting risk management activities (i.e. incident reports, investigation and reporting, auditing and sharing audit results with interdisciplinary team and family)
- Conducts continuous quality improvement initiatives
- Adheres to Residential Care Regulations and other pertinent regulations and Accreditation standards in conjunction with General Manager and other members of Leadership Team.
- Coordinates infection control program (influenza program, outbreak management, hand hygiene, etc )
- Ensures all Interai data is inputted on time as per schedule and assesses the outcome report.
- Ensures the supplies required for safety are in place (i.e. Tena, personal care supplies, etc.)
- Orientates new staff and trains all staff to understand and follow policies and procedures.
- Arranges and/or provides training /in-service to ensure that the staff is familiar and competent to perform care strategies and techniques.
- Attends and may be required to be present at/or conduct staff meetings, committee meetings, etc.
- Empowers staff, ensures guidelines are in place to foster independence and accountability.
- Responsible for the recruitment and hiring of care (professional and non-professional) staff in collaboration with the GM.
- Ensures regular performance evaluations and orientation of new staff and performance management.
- Ensures the care plans and written documentation is comprehensive and includes the physical, psych-social, spiritual and emotional needs of the residents.
- Conducts resident reviews as required with the nurse to ensure that documents are current at all times and reflect a holistic understanding of each resident.

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- Provides day-to-day support, coaching and guidance to Care staff in the provision of high quality care.
- Ensures that processes are in place that residents receive all care, treatments, medications, nutrition and diets as prescribed. Instructs staff to monitor meal, fluid and nourishment consumption, and changes in nutritional status.
- Attends meetings as required.
- Performs other related duties as assigned.

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