

 <b>GEORGE DERBY CENTRE</b>	Position: <b>ASSISTANT DIRECTOR OF CARE</b>	Reporting To: Director of Care
	Approved By: Executive Director	Review/Revision Date: October 2021

### Job Summary

Reporting to the Director of Care, the Assistant Director of Care is a member of the leadership team and is responsible for implementing and evaluating standards of practice for resident-centred care, improving resident outcomes, and quality of care by:

- ♦ Providing effective leadership, clinical education and direction to Care Coordinators, direct care staff, and other members of the interdisciplinary team;
- ♦ Functioning as the clinical resource person for “Best Practice” in resident care;
- ♦ Leading quality improvement and achieving positive results;
- ♦ Leading accreditation;
- ♦ Promoting safety across the organization.

### Responsibilities and Duties

1. Support and promote the Centre’s Mission, Vision, and Values. Is a role model and mentor of Gentle Persuasive Approach, Residents Rights and the Code of Ethics.
2. Collaborate with other Leaders to determine organizational policy, plan activities and events, review data and information and participate in operational decision making.
3. Participate in the development, implementation, and communication of the Centre’s Strategic Operational Plan.
4. Develop action plans and strategies to focus and evaluate personal performance towards the assigned goals of the strategic plan. Establish an annual performance plan with the Director of Care.
5. Support a culture of Quality Improvement through leadership and coordination of improvement initiatives in groups, teams and committees consistent with the priorities of the Strategic Plan. Research and seek “Best Practice” information as the foundation for improvement.
6. Prioritize and promote a culture of safety and risk mitigation for all customers of the organization through due diligence, role modelling, corrective actions and problem solving, communication and education.
7. Act as the clinical lead (Infection Control Practitioner) for accreditation.

- 
- 
8. In consultation with the Director of Care, the Care Team and other members of the Leadership Team, identify direct care and interdisciplinary team learning needs, determine priorities for improvement and plan and implement strategies to support standards of clinical practice.
  9. Co-ordinate and/or provide staff education by planning, implementing and evaluating educational programs, in-services and departmental orientation to meet performance expectations and standards of professional practice.
  10. Ensure practices and procedures comply with licensing regulations, professional standards, provincial regulations, accreditation standards and organizational policies through regular monitoring and evaluation.
  11. Provide consultation, guidance and advice on nursing care practice to assist staff in the provision of resident-centered care. Guide staff toward the use of evidence and theory based best practice and the application of nursing research to advance clinical practice.
  12. Work collaboratively with the Care Team to develop, implement, monitor and analyze clinical performance indicators. Report results and recommend/implement improvements.
  13. In collaboration with the Leadership Team, provide input to the Director of Care on educational priorities and budgetary requirements to achieve desired outcomes.
  14. In collaboration with the Director of Care, support nursing and health services research to promote the advancement of clinical knowledge and research-based clinical practice through activities such as identifying resident care trends and care problems for investigation and assisting care staff to evaluate and improve their practice.
  15. In collaboration with the Executive Director and Director of Care, identify new priority initiatives, develop a business case and partnership opportunities, communicate information and recommend approval, as applicable.
  16. In collaboration with the Leadership Team, collect quality and risk management information and summarize and analyze indicator results to identify risk, make improvements and monitor outcomes.
  17. Consult and work with the interdisciplinary care team to ensure the delivery of quality, best practice resident centered programs and services.
  18. Maintain effective cooperative relationships with relevant external partners and agencies.
  19. Ensure that the workplace environment meets legislative standards for occupational health and safety through daily monitoring of staff work practices and equipment usage.
  20. In collaboration with the Director of Care, identify and plan regular education topics for staff consistent with identified safe work practices, safe equipment usage, learning needs, and organizational priorities. Conduct the education session(s) or obtain external resource person(s).
  21. Ensure staff's safety and health and promote wellness and work life balance by supporting the staff wellness goals of the Strategic Plan.
  22. Lead or participate in internal and external committees, as assigned.
  23. Perform other related duties and management functions, as assigned.
-

---

---

## **SAFETY RESPONSIBILITIES**

1. Demonstrates a commitment to communicating, improving and adhering to safety policies in the work environment.
2. Follow safe work procedures and act safely in the workplace at all times.
3. Investigate and follow up on all reported safety concerns.
4. Provide regular training/in-services to your workers, and measure the effectiveness of the training.
5. Ensure the health and safety of all workers under your direct supervision.

## **CREDENTIALS**

- ♦ Baccalaureate or Master's degree in Nursing with a major in geriatrics or equivalent.
- ♦ Current membership in CRNBC and in provincial, national, and/or international professional associates related to geriatrics.
- ♦ Minimum of 5 years related experience.
- ♦ Minimum two years managerial experience.

## **COMPETENCIES**

### **Leads People**

- ♦ Acts with integrity
- ♦ Builds teams
- ♦ Develops others
- ♦ Communicates clearly

### **Customer and Community Focused**

- ♦ Is customer focused
- ♦ Engages Stakeholders and partners
- ♦ Awareness of external environment

### **Leads a Culture of Quality**

- ♦ Strives for personal effectiveness
- ♦ Inspires and works towards a vision
- ♦ Promotes innovation

### **Achieves Results**

- ♦ Thinks conceptually
  - ♦ Demonstrates initiative
  - ♦ Effectively manages resources
  - ♦ Is accountable
-

---

---

## **SALARY AND BENEFITS**

- Competitive salary based upon skills and experience
- Benefits package