

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following existing vacancy:

Director of Care, Golden Plough Lodge

Permanent, full time

Salary: \$125,453.00 - \$156,757.00 (based on a 37.5-hour work week)

The Golden Plough Lodge is a one hundred and fifty-one (151) bed long-term care facility that is owned and operated by the County of Northumberland. With a capacity increase, currently under development of 180 beds.

The Director of Care is directly responsible for the assessment, planning, organization, implementation and evaluation of all activities within the Resident Care division of the Golden Plough Lodge. Through effective management of all nursing resources, this position ensures the delivery of optimal care and services based on legislative requirements and the home's philosophy of resident-focused care. The Director of Care plans, assesses, organizes, implements, and evaluates the nursing services within the Resident Care department.

Duties & responsibilities:

- Work with the HR division on all hiring and dismissal within the Resident Care Department.
- Performance management and disciplining of staff who fail to meet the performance standards of their position.
- Monitor the attendance of the staff within the Resident Care division and address any identified attendance issues through the Attendance Management Program.
- Work with the HR division to monitor staff with WSIB Claims and those in the Modified Work Program.
- Complete annual performance reviews on staff members of the division who are direct subordinates.
- Ensure the Health and Safety Standards of Ontario and policies of the GPL/County are upheld within the Resident Care division.
- Review work assignments and reassign staff and work as the care needs of the residents and the budget indicate
- Maintain the general policies and procedures by which the Resident Care division functions.
- Work with the HR division on the negotiations for contracts for ONA & CUPE 1748.
- Review the daily sign in sheets and approve or refuse overtime as needed.
- Review and approve bills and charges to the Resident Care budget.
- Obtain all possible funding for the Resident Care division (ie ministry grants, refunds & reimbursements, and the annual classification).
- Consolidation, review and submission of the annual budget (operating and capital) for the Resident Care division.
- Development of Resident Care related policies and procedures.
- Investigate and respond to resident, family and staff complaints.
- Maintain the levels of care and the Ministry of Health & Long Term Care Standards.
- Respond to all Inspections and create a resolution plan for observations.
- Audit the care provided by the nursing department and develop strategies for improving unmet standards (QA).

- Work with the Medical Professionals (ie doctors, physiotherapist, dietitian) to ensure resident care needs are addressed and their orders are maintained.
- Monitor and Audit the Nursing Documentation System (QA). Assist with staff education on the use of the system and the completion of Quarterly summaries. Work with the nursing registered staff and other departments to maintain the schedule of quarterly review documentation.
- Make changes to nursing systems as required and to work with other departments to develop solutions for whole home problems.
- Develop plans to resolve issues determined to be unmet standards by the MOH compliance inspector.
- Hear concerns and complaints from families regarding the care of their resident, investigate, develop action plans and respond in a timely manner.
- Chair the Medical Advisory Committee (MAC).
- Other duties as assigned.

Qualifications & Skills:

- Bachelor's Degree in Nursing.
- A Registered Nurse (RN) in good standing with the College of Nurses of Ontario (CNO).
- Minimum ten (10) years' experience in Nursing, including a minimum of five (5) years' managerial experience.
- Superior Planning and change management skills with the ability to identify opportunities for growth and/or change and lead Department to a new path forward.
- Ability to develop strategic and forward-looking plans to lead the Department forward and assist in the development of the Strategic Plan
- Excellent leadership skills and are skilled in financial planning, interpreting funding indicators, and determining the budget process.
- Strong understanding of human resource principles.
- Excellent written and verbal communication skills.
- Superior analytical, evaluative, and problem-solving abilities.
- Familiar with scheduling software, PointClickCare, and Microsoft Office.
- Conflict-resolution skills.

The successful candidate will be required to submit a satisfactory criminal background check prior to the commencement of employment. We thank all applicants for their interest, however, only those selected for an interview will be notified.

How to Apply:

When emailing your application, please ensure your cover letter, résumé and any other supporting documents are submitted in one file (preferably MSWord (.docx) or Adobe (.pdf)).

We invite you to submit your application by **4:30pm on Wednesday, August 7, 2024**, to:

Human Resources
 County of Northumberland
 555 Courthouse Road
 Cobourg, ON K9A 5J6

Email: hr@northumberland.ca

fax: 905-372-3046

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberland.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.