

Welcome to Northumberland County, where you can build a thriving career while making a lasting impact in our communities. We're a forward-thinking organization, setting the standard for county government by providing leadership and support to our municipalities and residents

We're committed to your growth, offering educational and career development opportunities to help you reach your full potential. Our dedication to diversity, equity, and inclusion reflects the rich communities we serve, driving innovation and excellence in our workforce.

Join Northumberland County and be part of a team that values your growth, supports your well-being, and empowers you to make a difference.

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

Nursing Admissions & RAI Supervisor

Permanent, full-time position.

Salary: To be determined.

Work Location: Golden Plough Lodge: 983 Burnham Street, Cobourg, Ontario.

The Nursing Admissions and RAI Supervisor plays a key leadership role in managing all resident admissions, internal transfers, and discharges at the Golden Plough Lodge (GPL) in accordance with the Ministry of Long-Term Care (MOLTC) legislation and organizational standards.

This new position will supervise the GPL's Registered Nurse (RN) Resident Assessment Instrument (RAI) team and Registered Practical Nurse (RPN) Data Admissions and Documentation (DAD) team, ensuring effective coordination and communication throughout the admissions process. This role includes managing the Ontario Health at Home (OHH) Health Portal Gateway (HPG), assessing clinical information for prospective residents, and making appropriate placement recommendations.

The Nursing Admissions and RAI Supervisor is responsible for ensuring the accurate collection and analysis of resident health data, as well as the timely scheduling and completion of Resident Care Conferences in accordance with Ministry of Long-Term Care (MOLTC) requirements. This role also oversees the Nursing Rehabilitation Program, ensuring its effective implementation and alignment with resident care goals

Key responsibilities:

Admissions and Resident Flow Management

- Supervise the GPL nursing admissions process, including oversight of the DAD and RAI teams.
- Manage the OHH HPG: review, assess, and select prospective residents based on provided clinical information adhering to MOLTC legislation and GPL policies and standards.
- Collect and assess health data required by OHH to support transfers between Long-Term Care Homes. Including conducting OHH capacity assessments as required.
- Maintain communication with applicants via HPG, including acceptance notifications and waitlist updates.
- Manage the HPG Inbox and maintain accurate records of priority access beds (e.g., Veterans, Spousal Reunification).
- Review and assess health information for new admissions, update PointClickCare (PCC), and create interdepartmental communications regarding resident/s admission/s.
- Evaluate residents' health status for internal transfers and discharges.

Resident Care Conferences and Documentation

- Schedule Resident Care Conferences in accordance with MOLTC legislation, coordinating with physicians, managers, residents, and families.

- Review monthly Care Conference Reports and assist interdepartmental teams to ensure care conference and documentation completion.
- Participate in interdisciplinary care planning as required.

Leadership and Supervision

- Oversee daily RAI/DAD operations, monitor workflow and ensure productivity targets are met.
- Provide guidance, training, and performance feedback to RAI and DAD team members.
- Participate in Nurse Manager on call schedule.
- Provides admissions-based recommendations to DOC based on critical analysis of OHH HPG referrals.
- Lead the RAI and DAD teams ensuring compliance with all applicable legislation, Collective Agreements and department policies.
- Provides guidance and input regarding nursing funding envelope and any changes to envelope that would impact nursing and personal support department.
- Strengthen and support continuous quality improvement initiatives related to RAI, admissions and resident transitions. Report progress, challenges and results to senior management.
- Provide education, training, and professional support to GPL departmental managers regarding GPL admission processes.

Collaboration and Communication

- Liaise with other departments (e.g., Environmental Services, IPAC) during admissions and transfers.
- Conduct tours for prospective residents, families, new hires, and students.
- Prepare and maintain Personal Health Information (PHI) reports for Powers of Attorney (POA) as requested.
- Maintain Essential Caregiver consents and contact information.
- Participate in internal committees and contribute to admission-related policy and procedure development.
- Ensure compliance with privacy legislation and organizational confidentiality standards.

Other Duties

- Perform other related supervisory duties to support the Nursing Department management team.

Qualifications & skills:

- Registered Nurse (RN) or Registered Practical Nurse (RPN) in good standing with College of Nurses of Ontario (CNO).
- Minimum of 4 years working as RN/RPN in clinical setting (Long Term Care preferred)
- Comprehensive knowledge of nursing assessment skills.
- Experience in a supervisory or manager role an asset.
- Ability to motivate and develop team members.
- Experience in an administrative role an asset.
- Proficient in Microsoft Office - Word, Excel, PowerPoint.
- Ability to communicate clearly, accurately and succinctly in verbal and written formats. Including preparation and delivery of technical/health data.
- The proficiency and ability to interface with current computerized databases (HPG and PCC).
- Able to create, organize and maintain processes to ensure all relevant information is easily accessible.
- Able to balance a myriad of tasks and prioritize duties as needed.
- Ability to work cooperatively within an interdisciplinary team.
- Demonstrates motivation for ongoing professional development through continued education.
- Knowledge and experience with continuous quality improvement methodologies
- Ability to interact with internal and external stakeholders in a professional, polite and caring manner

The successful candidate will be required to submit a satisfactory vulnerable sector check prior to the commencement of employment.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

What Makes a Career at Northumberland County Different?

Unlock your potential: At Northumberland County, your growth matters. We offer professional development and provide opportunities that empower you to excel and advance in your career.

Join a passionate team: Be part of a diverse, inclusive team where collaboration thrives, and every voice is valued. Together, we achieve greatness.

The Best of Both Worlds: Enjoy the beauty of natural living alongside a vibrant, dynamic work environment, offering the perfect blend of career success and work-life balance.

What We Offer:

- Comprehensive Health Plans: We care about your well-being, offering occupational and mental health supports, an Employee and Family Assistance Program (EFAP), and benefits plans for eligible staff.
- Competitive Compensation: We regularly review pay equity and compensation to ensure competitive salaries, supporting a livable life.
- Livable Communities: Enjoy access to beaches, trails, restaurants, and cultural events. Northumberland County offers a unique combination of natural beauty and vibrant community life.
- Learning and Development: Professional development is at the heart of our success, providing opportunities for growth and excellence.
- Retirement Savings: We offer the exceptional Ontario Municipal Employee’s Retirement System (OMERS), a defined benefit pension plan to help you plan for a stress-free retirement.
- Employee and Family Assistance Plan: Our wellness program includes health support and assistance to ensure your well-being.
- Work-Life Balance: We offer flexible work options such as compressed working weeks, and potential hybrid work arrangements for eligible positions to encourage the right balance between work, life and play

At Northumberland County, you'll find endless opportunities for growth, a supportive team, and a perfect balance between rewarding work and natural living —join us and make a difference in a place where your career and well-being truly matter.

How to Apply:

When emailing your application, please indicate what source you found this posting in and please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (doc or .docx) or Adobe (pdf)).

We invite you to submit your application **by 4:30pm on Monday, November 24, 2025**, 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.