



Wawel Villa Job Description

POSITION TITLE: **Assistant Director of Care (ADOC)**

IMMEDIATE SUPERVISOR: Director of Care

JOB TYPE: Full-time

HOURS: 8 hour shifts

SUMMARY

Reporting directly to the Director of Care, the ADOC will assist in the provision, organizing and evaluation of services to all residents. The ADOC will collaborate with the nursing staff, visiting physicians, dietary services, activity supervisors and others as part of a multidisciplinary environment to ensure that services meet the individual needs of residents. Working in a safe manner and documenting resident needs on a consistent basis will be imperative in providing quality care. The ADOC helps to ensure that all practices are in compliance with both the Retirement Homes Regulatory Authority (RHRA) and the Occupational Health and Safety Act (OHSA).

RESPONSIBILITIES

- Coordinating the recruitment and orientation of nursing staff
- Scheduling staff in the nursing department to ensure all coverage needs are fulfilled. This includes managing the scheduling after hours.
- Must be available to cover staffing shortages as needed.
- Collaborating with HR to ensure department headcount is adequate for both present and future needs.
- Work with HR to resolve employee relations issues
- Verifying and approving charge nurse hours using the PayWorks software.
- Participating in quality improvement and infection control program, including communicating the details of this program to residents, family and staff.
- Training unregulated care providers (working in the Nursing Station) and evaluating their performance on an ongoing basis.
- Leading the implementation of best practice and risk management initiatives related to resident care, such as falls prevention and wound care as required.
- Helping to oversee resident documentation so that records reflect actual care delivered and existing legislation.
- Maintaining accurate resident records related to dietary needs, monthly weights and blood pressure.
- Maintaining and reviewing the care plan, with assistance from DOC when needed.
- Assessing any potential residents in a hospital setting.
- Actively participating in continuing education and professional development to maintain knowledge in all aspects of infection control.
- Assuming DOC duties and responsibilities in the absence of the Director of Care.
- Some weekend coverage (i.e. every 2nd Saturday) will be required.
- Other duties as assigned



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SKILLS AND QUALIFICATIONS

- Graduate of an accredited school of nursing; RPN diploma and/or RN degree successfully completed.
- Currently registered with the Ontario College of Nurses, in good standing.
- Minimum of five years' experience working as an RPN or RN with a geriatric population in either a retirement or long-term care environment.
- One year in a supervisory or management position is preferred.
- Certified in First Aid & CPR, in accordance with CNO standards.
- Completed a course in medication administration.
- Current knowledge of clinical issues affecting the senior population, infection prevention policies and practices, applicable legislation and quality improvement.
- Current knowledge and experience with the Retirement Homes Regulatory Authority (RHRA) and the Occupational Health and Safety Act (OHSA)
- Ability to work collaboratively with staff and other health care services.
- Flexibility to work different shifts.
- Proficiency with computers and Microsoft Office Suite
- Willing to actively pursue personal and professional development
- Effective communication skills, both verbal and written.
- Excellent time management skills.
- Ability to exercise strong professional judgement.
- Good physical and mental health and free from communicable disease
- Successful candidates must provide a current criminal record check and vulnerable sector search, proof of Covid-19 vaccine, TB test results.

Please send resumes to HR@wawel.org

This posting is for an existing vacancy.

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

Wawel Villa welcomes applications from individuals with disabilities. Accommodations are available on request throughout all stages of the recruitment process.