

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT **(MACASSA / WENTWORTH LODGE – NURSING – LOCATION - TBA)**

DIRECTOR OF NURSING

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

Participates in Healthy & Safe Community Departments emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

SUMMARY OF DUTIES:

Responsible to the Administrator for the organization and management of the nursing division at Wentworth Lodge by ensuring safe and effective multidisciplinary care for 160 residents.

Establishes nursing policies, procedures and programs to ensure that the level of nursing care conforms to the Provincial Standards and other legislative policies.

Management of human resources including Performance Management, health and safety, education/training programs and coaching/mentoring regulated and unregulated health professionals, while maintaining compliance with corporate policies and related legislation. Participates in Healthy & Safe Community Departments emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

GENERAL DUTIES:

In consultation with the Administrator, interprets policies established by the Employer and implements appropriate procedures.

Interprets policies and implements appropriate procedures in accordance with the Long Term Care Homes Act, College of Nurses of Ontario Standards and other Provincial legislation.

Meets with professional staff and unregulated health care providers, service providers, managers, to solicit feedback, input and to ascertain if nursing division is on target with operational plan and meeting legislated requirements.

Identifies and initiates in-service training programs for the nursing staff as required, including staff orientation.

Facilitates the professional development of nursing staff.

Monitors the maintenance of accurate records and reports as required by the Act and Regulations and in accordance with College of Nurses Standards, and nursing best practices.

Provides strategic direction and leadership to all staff within the nursing Division.

Ensures fiscal management and control through responsible administration of budget allocations and budget analysis

Assesses and evaluates on an on-going basis, the nursing service programs as they relate to the care and comfort of the residents.

Establishes, implements, manages and improves standards for nursing care, and policies and procedures for quality resident care to meet individual resident needs and their expectations involving them whenever possible

Promotes resident and family-centered care consistent with advances in gerontology while respecting and ensuring sensitivity to spiritual, cultural and ethnic aspects of a resident's life.

Networks with other long term care organizations to promote continuity of nursing care with other health agencies and community.

Provides the team members development coordination and uses the educational resources to plan for an effective team member development program including orientation, in-service and continuing education as determined by the learning needs of nursing team members.

Oversees the management of the RAI MDS Program, including managing RAI Coordinators to ensure RAI MDS program mandate, standards and resident care needs are implemented effectively and the program is optimized.

Ensures that information obtained by nursing team members is available to the resident care team, resident and family, in a professional manner consistent with organization's policies and procedures for maintaining confidentiality of information.

Plans, co-ordinates, directs and monitors the effectiveness of all operational activities within the nursing department.

Establishes, implements, and maintains an effective quality and risk management system for the nursing department to ensure legislative regulations and standards are met.

Practices excellent verbal and written communications.

Acts as a clinical resource person to staff.

Deploys available departmental resources effectively.

Co-ordinates various nursing committees dealing with resident care, such as infection control, team conferences, auditing, etc.

Collects statistical data on quality of care, benchmarking/comparison of indicators to other facilities in the industry.

Serves on committees concerned with direct residential care, such as assessment and senior management.

Co-ordinates and directs the activities of the Nursing Leadership Team

Monitors and evaluates the staffing requirements of the facility.

Evaluates nursing personnel, including current registration and performance appraisal.

Facilitates resolution of labour related issues and acts as a member of the negotiating team for CUPE and ONA Collective Agreements and Labour Management Teams.

In the absence of the Administrator assumes responsibility for the administration of the lodge.

Participates in Healthy & Safe Community Departments emergency preparedness planning, development and training. Respond to all municipal emergencies as requested.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS:

1. Registered Nurse with the College of Nurses of Ontario.
2. Demonstrated knowledge of nursing clinical care and gerontology with supervisory experience, preferably in a Long-Term Care home, in order to provide clinical leadership and professional guidance for professional and unregulated professional staff.
3. Extensive knowledge and understanding of all legislation governing medical and nursing care including Long Term Care Homes Act & Regulations, College of Nurses Professional Standards, collective bargaining, Public Health Act, Employment Standards, Fire Code, Mental Health Act, Consent To Treatment Act, Personal Health Information Protection Act, Substitute Decision Act, Human Rights Act, Occupational Health and Safety Act, WSIB Act, Narcotics Act, Ontario Drug Benefit Act, C.A.R.F. (Accreditation Standards).
4. Highly developed ability to articulate a vision to lead and inspire others.
5. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.
6. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results-oriented environment and in a predominantly unionized environment.
7. Excellent interpersonal and communication skills.
8. Demonstrated knowledge of the Health & Safety Act and applicable regulations as it relates to the position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
