



ASSOCIATE DIRECTOR OF CARE: (ADOC)

The Associate Director of Care (ADOC) is a leadership position in the home and reports directly to the Director of Care (DOC). The position provides both clinical and administrative support to the team. On occasion, the ADOC will help to ensure 24/7 Registered Nursing coverage of the home.

The ADOC is accountable for assisting with the management of quality nursing care and services within the home. They work with the multidisciplinary team supporting and mentoring all departments.

Focus will be placed on the coordination and delivery of;

- ✓ multidisciplinary education and supporting quality initiatives home wide
- ✓ auditing, reviewing, and general oversight of clinical programs in the home
- ✓ Achieving Resident and Family Satisfaction in all areas of care
- ✓ Meeting or surpassing all quality indicators for residents in accordance with the home's targets and provincial benchmarking
- ✓ Ensuring compliance with the regulations under the Fixing Long-Term Care Act, 2021 are being upheld
- ✓ Implements, updates, and evaluates Nursing policies & procedures
- ✓ Administering the human resources needs in accordance with applicable Collective Agreements concerning hiring, promotions, leaves, overtime, and disciplinary measures
- ✓ Professional liaison with local hospitals, Ministry of Health & Long-Term Care, Ministry of Labour
- ✓ Preparation and submission of reports to the Director of Care and committees for monitoring, auditing, and quality purposes



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- ✓ Accreditation Lead for Required Organizational Practices in Nursing
- ✓ The ADOC assumes overall responsibility for the Nursing Department in the absence of the DOC

Qualifications include:

- ✓ diploma or BScN degree from an accredited college or university program
- ✓ minimum 10 years of active Nursing Experience, preferably with experience in the long-term care sector.
- ✓ current registration with the College of Nurses of Ontario

We are seeking a passionate and professional leader to join our exceptional team at Dundas Manor. Resident-centered care knowledge, experience in leading quality improvement initiatives and the proven pursuit of excellence are required in this role to further enhance the lives for our residents.

Only candidates selected for an interview will be contacted. Please submit a CV for review along with a cover page detailing your qualifications for the position to Ursula.lamoureux@dundasmanor.ca by June 7, 2022

No phone calls please.

Job Types: Full-time, Permanent

COVID-19 considerations:

All employees must follow Ministry directives and home procedures/policies set out including full vaccination for COVID-19 and any required boosters ongoing.