

**Position Title:** Associate Director of Care

**Department:** Long Term Care

**Reports To:** Director of Care

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## Purpose

Reporting to the Director of Care, the Associate Director of Care (ADOC) demonstrates a commitment to the quality of resident care in accordance with the organization's vision, mission and values.

This position supports and furthers clinical excellence and direct care. This role is responsible for leading clinical processes under the direction of the Director of Care to ensure the development of resident plans of care that ensure best care outcomes focused on resident and family choice and efficiency.

## Responsibilities

- Contributes to operational plans for the effective operation of the nursing department;
- Oversees nursing staff based on clearly defined lines of authority and communication;
- Participates in an effective quality and risk management system to ensure legislative regulations and standards are met;
- Liaises with medical staff, nurse specialists, and consultants to support effective clinical care for all residents
- Effectively participates in conferences with the interdisciplinary team providing care to the residents
- Leads and participates in committees according to their terms of reference and areas of responsibility;
- Performs nursing duties to ensure clinical excellence at all levels in the care community.
- Utilizes evidence based nursing practice and that will enhance resident care delivery;
- Models and fosters an environment of positive customer service in all aspects of care;

- Responds promptly to concerns of residents and family members, mediating a satisfactory response to concerns and implements action plans to avoid reoccurrence of similar issues;
- Facilitates communication in complex care issues to foster positive resident outcomes;
- Ensures clinical care is delivered in a manner that is resident centred and fosters evidence based best practice;
- In collaboration with the Resident and Family Service Manager, coordinates and facilitates Resident Care Conferences and Interdisciplinary Team Conferences;
- Promotes an effective admission and discharge process and experience.
- Participates in an effective recruitment, orientation, and performance management process
- Assists in the development, monitoring and evaluation of staffing patterns and work schedules in accordance with the nursing envelope budget and with Collective Bargaining Agreements, as applicable;
- Identifies nursing department learning needs and makes provisions for appropriate education and continuing staff development;
- Fosters positive team relationships
- Monitors procurement and supply control procedures to ensure timely availability of resources within the nursing department;

## Working Conditions

- Modern facility, temperature controlled, smoke free environment
- General office environment with minimal demands typical of a professional office environment
- Required to meet deadlines
- On-call responsibility is required

## Contacts

### *Internal Working Relationships*

Internal working relations with the Leadership Team, Staff, Residents, Medical Director and attending physicians

### *External Working Relationships*

External working relations with families, visitors and volunteers, Sienna Partners, Public Health, Ministry of Health and Long Term Care, Local Health Integration Network, Private Care Agencies, Contractors.

## Knowledge and Skill

- Must possess a Current Certificate of Competence from the College of Nurses of Ontario;
- Bachelor of Nursing Science or equivalent post diploma education preferred;
- A minimum of two years' experience in Long Term Care or equivalent;
- Demonstrated experience in working as part of an interdisciplinary team;
- Demonstrated excellent leadership and communications skills;
- Sound clinical skills and knowledge of gerontological nursing practice;
- Excellent proficiency with WORD, email, internet use and computerized documentation;
- Familiarity with the funding process and the funding indicators;
- Knowledge of MOHLTC regulations.

## Impact of Error

Improper supervision and management may result in very significant negative consequences to the well-being and quality of residential life.

The lack of compliance to relevant Acts and Policies may lead to the citing of unmet standards resulting in a loss of public trust.

Ineffective application of policies programs and service delivery may result in lost confidence by the residents, staff and the public relating to the Homes' ability to provide appropriate care.