

Closing Date: March 31, 2022 at 0900H

**POSITION AVAILABLE - Director of Care**  
**EMPLOYMENT OPPORTUNITY – Temporary Full-Time \* April 2022 – Oct 2022**  
**WAGE RATE - Dependant on Qualified Experience**

**JOB SUMMARY:** Reporting to the Site Leader, the Director of Care plans, organizes, directs, and evaluates the resources, services, and programs to ensure the effective and efficient delivery of programs and services relating to day-to-day care of residents. The Director of Resident Care serves as a member for the Leadership team. Provides input to the strategic direction of the Home. Functions as the resource person for “Best Practice” in Clinical Care. **KEY ACTIVITIES**

1. Provides committed leadership within the framework of, the Model, Mission, Vision, Values of the organization
2. As a member of the Leadership team, participates in the development, implementation, and evaluation of the strategic plan, key focus areas and goals.
3. As a member of the Leadership team, uses specific area of expertise to collaborate with other leaders to participate in operational decision making and to monitor and improve the overall operation.
4. Develops individual action plans and strategies to focus own performance towards the goals of the strategic plan (Performance Plan).
5. Participates in the Continuous Quality Improvement activities of the organization and provides leadership to the Client Services Team to direct monitoring evaluation and improvement initiatives.
6. Monitors, and evaluates standard of practice and professional care to ensure quality care and standards of practice that comply with professional, legal and licensing requirements. Manual Human Resource No 13-03-56 Section Role Descriptions Date August 2018 Reviewed/Revised Policy Director of Resident Care Page # Page 2 of 4 HUMAN RESOURCE MANUAL
7. Develops care team routines to define the accepted standard of clinical practice.
8. Ensures the collection of specified information; summarizes and analyzes indicator data to monitor quality care outcomes and as part of reporting to the Site Leader, the Leadership team and to the Health Authority.
9. Plans, organizes evaluates and improves resident care within the interdisciplinary model.
10. Establishes committees, organizes meetings and groups to support the provision of quality care. Participates in organization wide committees as designated.
11. Develops, implements, and evaluates documentation and reporting systems to maintain accurate records and communication within the care programs and service delivery.
12. Maintains broad internal and external contacts at a senior level for the purpose of enhancing the delivery of care programs and services for the organization.
13. Through directing, coaching, mentoring, empowering of the care team, ensures effect resident care processes coordinated with other disciplines.
14. Selects, supervises, trains, evaluates, and disciplines designated staff. Develops their job descriptions, schedules and work assignments within the parameters of the Collective Agreement and in coordination with Human Resource staff.



15. Provides support to staff in the attainment of their goals.
16. Supports the placement of students for work experience and coordinates with clinical services.
17. Responsible for liaison with the medical coordinator, pharmacist, and other health professional as required ensuring provision of effective coordinated clinical programs or services.
18. Available as a resource person to families of residents, develops supportive relationships.
19. Participates in the Manager on Call duties
20. Prepares budget for the nursing department makes recommendation, monitors expenditures, and reports on variances.
21. Promotes staff health, safety, well-being and work-life balance. Provides support to staff in the attainment of their goals. Manual Human Resource No 13-03-56 Section Role Descriptions Date August 2018 Reviewed/Revised Policy Director of Resident Care Page # Page 3 of 4 HUMAN RESOURCE MANUAL
22. Monitors safety in the working and living environment. Respond to and reports all hazards, near miss and incidents, investigates and makes recommendations as indicated.
23. Performs other duties as required. COMPETENCIES: Achievement Orientated: Demonstrates new methods to improve performance through building on past experiences or seeking new ideas in the industry.

Customer service orientation: A desire to help or serve others, to meet their needs; understanding the needs of others and then doing something to help or serve others  
Information seeking: Systematic effort over time to obtain needed data or feedback; includes research  
Innovative/Initiative Generates creative solutions, removes barriers. Taking action; doing things that no one has requested that will improve or enhance job results and avoid problems.

Analytical thinking: Ability to recognize likely casual links to events, anticipate obstacles and solve problems effectively  
Conceptual thinking: Identifies key issues in complex situations. Develops others: Fosters the development of others through influence, teaching, coaching, and mentoring. Flexible: Ability to adapt and work effectively with a variety of situations, individuals and groups.

Manages change. Organization: Ability to prioritize and maintain documents, files and personal daily schedule accordingly. Possess basic computer competence skills. Manual Human Resource No 13-03-56 Section Role Descriptions Date August 2018 Reviewed/Revised Policy Director of Resident Care Page # Page 4 of 4 HUMAN RESOURCE MANUAL  
Interpersonal understanding Good listening skills; able to pick up clues to and self-control feelings of others; observant and able to redirect other's response; respects the opinions of others and tolerant of their points of views; controls own emotions; calms others and helps others with problems.

Teamwork and cooperation: Exemplary communication skills. Keeps people informed; shares all relevant information, solicits inputs, values the input and expertise of others; willingness to learn from subordinates; encourages and empowers others; promotes friendly climate, good morale and a respectful workplace.

Leadership Taking the lead; directing and delegating responsibilities; inspires others to commit to goals and objectives; promotes team effort; uses authority fairly; takes care of the group -provide necessary support; translates strategy into actions and leads others to generate results.

**CREDENTIALS:** • Baccalaureate Degree in Nursing from an accredited school of nursing • Masters in Nursing preferred • Current practicing registration with appropriate provincial body • Five to seven years recent, related experience in a senior nursing management position • Gerontological nursing experience and education preferred **WORKING**

**CONDITIONS** • Physical Demands – the work requires sitting for extended periods of time; keyboarding; periodic travel between the facility, corporate office and/or external contacts; and a regular on-call situation • Mental demands – the work requires extended periods of concentration, multi-tasking and the prioritization of work. The work is subject to the pressures created by constant interruptions, time constraints and multiple deadlines. • Working Environment – The work is carried out in an office environment.



**APPLY TO**

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**A CURRENT AND CLEAR CRIMINAL RECORDS CHECK IS REQUIRED FOR ALL NEW EMPLOYEES**

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