



## JOB DESCRIPTION

<b>POSTING #:</b>  <b>Posting Period:</b>	<b>EMPLOYEE GROUP:</b> <i>Non-Union</i>  <b>POSITION STATUS:</b> <i>Permanent Full-Time</i>  <b>Hours worked per week:</b> <i>35</i>
<b>Position:</b> <i>Assistant Director of Nursing</i>  <b>Grade:</b> <i>7 (under review)</i>  <b>Wage Range:</b>	<b>Department / Division:</b> <i>Community Services / Grandview Lodge</i>  <b>Location:</b> <i>Grandview Lodge, Dunnville ON</i>

At Grandview Lodge, each position ensures the Resident's safety as well as their physical, social and recreational well-being and quality of living.

### PURPOSE OF POSITION:

Reporting to the Director of Nursing, the incumbent will:

- Provide leadership and day to day supervision to Nursing staff of Grandview Lodge to ensure quality care is provided to Residents
- ensure consistency with professional standards of practice, legislation, and continuous quality improvement in meeting the nursing and personal care requirements of the Residents; and

### EDUCATION & EXPERIENCE

- University degree (BScN - Registered Nurse currently registered with the College of Nurses of Ontario.)

Plus

- Minimum of at least one year related experience working preferably in long term care (experience with the accreditation process, infection control, quality assurance, and risk management, would be assets).

Or equivalent to that combination.

### KNOWLEDGE & SKILLS REQUIRED:

- Good understanding of municipal government, its operations and services and legislation that affects the divisional responsibilities
- Sound technical knowledge relative to accountabilities
- Sound understanding of legislation, regulations relative area of responsibility
- Demonstrated project management skills
- Good knowledge of business processes and financial management methods
  - to assist with the development of Division and Unit goals and objectives
  - to assist with the development of Division budgets
  - to work within approved budgets
  - to recommend and / or take appropriate action to maintain sound financial positions
- Interpersonal skills

Human Resources Division, Cayuga Administration Building,  
45 Munsee Street North - P.O. Box 400 - Cayuga, Ontario N0A 1E0

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- to establish and maintain relations with others (County staff, peers within other organizations, agencies / organizations)
- to increase staff morale, team building, team spirit and community pride
- to resolve work-site complaints / disputes / issues and manage contractors, consultants
- Research, analytical, problem solving and decision-making skills
  - to enable the assessment of issues / situations, develop options and make decisions necessary for the effective and efficient operation of work unit
- Leadership skills
  - to provide guidance and direction to assigned staff
  - to motivate staff to direct their efforts and skills toward achievement of work project objectives
  - to encourage the development of staff skills, knowledge and abilities and in doing so create a constructive, results-oriented work environment
- Communication skills (listening, writing, verbal)
  - to provide clear direction to assigned staff
  - to prepare required reports, correspondence, documentation
  - to ensure solid understanding of work requirements, work guidelines
  - to encourage and sustain consensus building to make decisions
- Time Management / organization skills
  - to identify priorities, re-arrange work if required
  - to meet identified deadlines
- Valid Ontario Drivers license and access to a reliable vehicle.

**Computer Expertise:**

Level 3 - The incumbent must possess introductory and intermediate level computer skills scored at 65% or higher for Outlook and at least one of Word / Excel / PowerPoint to ensure their

- proven ability to apply essential functions of desktop software to create simple spreadsheets, documents,
- send and receive emails,
- use Internet for research,
- file management
- and/or require introductory to intermediate knowledge of department or division-specific software to accomplish job tasks

***ACCOUNTABILITIES / TASKS***

**The incumbent is expected to:**

- follow the GVL philosophy of delivering care to Residents by utilizing Montessori and GPA principles.
- communicate with Residents, visitors and other personnel in a courteous manner.
- ensure Resident's Bill of Rights are respected
- Follow the guidelines set out by the Ministry of Health and Long Term Care Act ,2007

**Include but are not limited to:**

- Contributes to the development of appropriate policies and procedures to assist staff to efficiently and safely complete all assigned work
- Ensure that corporate goals and objectives are always in consideration while work is being performed
- Manages projects and activities required for the successful completion of approved projects and supervises staff working on the project
- Administers applicable legislation and regulations relevant to the function; including relevant collective agreements and other corporate policies
- Applies sound human resource management practices (recruitment, development and performance evaluation) in accordance with approved policies to ensure an effective team
- Provides supervision and guidance to staff; ensures all involved with project have clear understanding of the work to be completed and the processes and procedures to follow (result: completion of all work within identified timeframe and budget)

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- Ensures staff, County or contracted, understand and safely conduct work within applicable Acts, regulations, approved County policies and procedures
- Researches and prepares / drafts reports to/for the DON on current projects, conditions, issues, making recommendations as required; presents information at public meetings, staff meetings
- Ensures records for all projects / work undertaken are current accurate and complete and that documentation is readily retrievable
- Represents Grandview Lodge at relevant meetings
- Practices effective public relations to sustain the positive image of the Corporation in Haldimand County
- Establish and maintain relationships with counterparts in other Municipal governments, and ensure cooperative relations with Staff, other levels of government and agencies
- Assist DON with budget preparation.
- Undertake tasks / work assignments as directed by DON or designate

**All Haldimand County employees are expected to:**

- work safely and respect others in the work place
- maintain confidentiality
- work within policies and procedures determined by Haldimand County and / or legislation relative to the function

This position requires:

- |   |                   |
|---|-------------------|
| - a current (within the past 6 months) Police Check | YES – OPP LE 220E |
| - a pre-hire physical                               | YES               |

**County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM and submit the completed form together with a resume and covering letter as appropriate in confidence to Human Resources by midnight on the last day of this posting.**

**AN EQUAL OPPORTUNITY EMPLOYER**

*As per current Legislation, if it is determined that those employees with priority placement status are suitable for this job, before a selection decision has been made, this competition may be cancelled.*

**Changes to Job Description:**

- Do Not Warrant Job Evaluation Review** ☐
- Warrant Job Evaluation Review** ☐ New Position

This job information document has been reviewed and approved by:

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Reviewed by: \_\_\_\_\_  
Coordinator, Employment Services Date \_\_\_\_\_

Recommended by: \_\_\_\_\_  
Administrator, Grandview Lodge Date \_\_\_\_\_

Approved by: \_\_\_\_\_  
General Manager, Community Services Date \_\_\_\_\_

Director of Nursing – 2018 July DRAFT