



Assistant Director of Care Fairview Manor

(Permanent Full- Time)

The Almonte General Hospital/Fairview Manor/Lanark County Paramedic Services has been recognized for providing exemplary care to its local residents and the surrounding population for generations. With 450 dedicated and highly trained staff members and a growing number of physicians, we proudly offer the attention and personal care that only a small community hospital can provide. We are a 52-bed Hospital that offers an extensive range of services including a complete range of obstetrical care, 24-hour Emergency Department, Medical/Surgical Services, Complex Continuing Care and a growing Perioperative Program. Our team of Paramedics provide services for over 57,000 residents throughout Lanark County. The Fairview Manor is a leading provider of Long Term Care and is currently home to 112 residents. Together, our organization provides a continuum of excellent, efficient and integrated services with our focus being to improve the health and quality of life of those we serve.

We currently have an opportunity for a full-time **Assistant Director of Care (ADOC)** to join our team. Reporting to the Director of Care at Fairview Manor, the Assistant Director of Care provides front line nursing, leadership and management, clinical content expertise in gerontological nursing practice as well as leadership of the Restorative Care program.

Primary Responsibilities:

- Assisting the Director of Care with the planning, directing and coordination of all activities necessary to support safe, high quality care for the residents
- **RAI – MDS:**
 - Managing the co-ordination of audits and submission of CCRS assessments to the Canadian Institute for Health Information(CIHI) as well as ensuring consistency of data within assessments, resident assessment protocols, and care plans with the required timelines
 - Responsible to ensure data integrity, system security, and staff education to support RAI-MDS
 - Education and software training to multidisciplinary team members
 - Reviews CIHI reports and participates in quality initiatives resulting from MDS/CIHI indicators and applies this knowledge of quality improvement processes to implement and develop quality improvement plans
 - Co-ordinates the AIS certification of staff
 - Closely monitors RUGS/CMI results
 - Consultation with software vendors
- Leading the Restorative Program and provide related education
- Participate in the recruitment, selection, training and performance management of employees

Qualifications:

- Registered Nurse in good standing with the College of Nurses of Ontario. BScN preferred.
- At least three (3) years progressive management/leadership experience required
- At least three (3) years RAI-MDS experience required/MDS credentialing preferred
- Demonstrated comprehensive knowledge of CNO and MOHLTC Standards
- Current knowledge of clinical issues for geriatric residents, infection control, adult education, and quality improvement
- Proficient in the use of Microsoft Office (Excel, Word and PowerPoint)
- Knowledge of Mede-Care Software and related modules
- Excellent communication and organizational skills

Closing Date: September 7th, 2017

Qualified candidates are invited to submit their resumes to:

Cyndy Woods, Human Resources Integrated Business Partner

Email: cwoods@agh-fvm.com

If you require accommodation throughout any part of the recruitment process, please contact Human Resources to let us know how we may assist you.