



For more than fifty years, Markhaven Inc. has been providing care to seniors with a commitment to the physical, emotional and spiritual well-being of our residents. We strive to have excellent service for residents of every culture in a supportive, caring Christian environment, and to maintain a high level of dignity and individuality. We are proud to have a professional team of health care providers trained to ensure the comfort, happiness and wellbeing to each of our 96 residents. To assist us in continuing this mission, we are currently seeking a:

Director of Care

This permanent full-time position, reporting to the Executive Director, is responsible for the promotion and implementation of nursing services which increase the quality of life for our residents. As a valued member of the executive team, the Director of Care leads the nursing department by directing and supporting staff in providing care for residents' physical, psychological and social needs.

Responsibilities in accordance with the Long-Term Care Homes Act include, but are not limited to:

- Continually auditing the appropriate number of regulated and non-regulated staff while maintaining a balanced schedule to meet the needs of our residents.
- Delegation of clinical supervisory responsibilities to suitably qualified staff ensuring appropriate management presence and nursing leadership are available in the home.
- To review all resident applications for admission to determine appropriate level of care; assist with processing of admission and discharge papers.
- To direct and monitor the maintenance of health care records to ensure compliance with regulations and quality care for the residents.
- To participate in Care Conferences as required with residents and/or family members to resolve issues/concerns/complaints.
- Development, facilitation and continuous improvement of staff/student skill development training and orientation programs to ensure best practice, requirements and guidelines are followed.
- Monitoring, control and safekeeping of drugs and narcotics; supervise the drug administration program including administration of medication by all registered staff.
- Ensuring the nursing budget is strictly adhered to and funding is allocated appropriately and efficiently for facility supplies, equipment and manpower.
- Ensuring positive staff relationships by demonstrating superior employee relations skills through effective management and dispute resolution techniques.
- Annual staff performance evaluations and creation of performance improvement plans where required.
- Actively manage risk to decrease potential for injuries to all individuals by continually assessing and improving care procedures in line with best practices within the industry.
- Compliance and reporting requirements in accordance with Ministry Acts, regulations, legislation, policies and procedures, directives and collective agreements.
- Acts on behalf of the Executive Director when required.

Qualifications:

The Director of Care acts as a professional role model for all staff and the ability to effectively communicate with residents, their families and all levels of staff while maintaining a positive, approachable demeanor is essential. The successful candidate will possess developed leadership, motivational, time management, decision making and problem solving skills along with demonstrated team building experience and a commitment to continuous quality improvement.

The following education and experience is required:

- Current registration with the Ontario College of Nursing and a degree in nursing, BScN.
- Further education in gerontology, geriatrics and/or health management would be an asset.
- Progressive nursing experience with a minimum of 5 years work experience in management/administration.
- 5-7 years of current clinical experience.
- Minimum of 3 years work experience in geriatrics.

Interested applicants may forward their resume including salary expectations to:

Markhaven Inc.

Attn: Director of Human Resources and Business Services

54 Parkway Avenue, Markham, ON L3P 2G4

resumes@markhaven.ca

Fax: 905-294-6521

www.markhaven.ca

Please note that if hired, your employment with Markhaven will be contingent on receipt of a police and vulnerable sector screening free of criminal activities. In accordance with the Accessibility for Ontarians with Disabilities Act 2005, wherever appropriate, support will be provided in the recruitment process and accommodations for disabilities will be provided on request.

We wish to thank all candidates for their applications in advance and advise that only those selected for an interview will be contacted.