

**INTERNAL JOB POSTING**

**One PERMANENT Full-time Position Available**

**POSITION TITLE:** Assistant Director of Care (ADOC)

**REPORTS TO:** Director of Care

**JOB TYPE:** Full-Time, Permanent

**DEPARTMENT:** Nursing

**LOCATION:** Shalom Village

*Shalom Village is a not for profit, 127 bed, long-term care campus that features high quality living in a home like environment. We believe in providing personalized service and family involvement through our “At Home” model of care. If you are an individual who values teamwork, honesty, respect, innovation, versatility and excellence then we would like to hear from you.*

We are currently hiring an **Assistant Director of Care (ADOC)** to join our team. This **full-time** position will offer you a competitive wage and on-going professional development opportunities and an energizing working environment.

The Assistant Director of Care (ADOC) assists the Director of Care in overseeing all aspects of the Nursing Department by ensuring that the quality of resident care exceeds standards required to maintain a quality reputation for service excellence and resident safety. This position manages and supports front-line nursing staff to consistently achieve care goals and objectives. Coordinates timely and appropriate care interventions and manages human and physical resources effectively, efficiently, within budget allocations and regulatory requirements. The ADOC provides leadership to the staff teams fosters a culture of interdisciplinary collaboration and cooperation and encourages innovation and best practice approaches to care. Acts in the absence of the Director of Care.

**REQUIREMENTS:**

* RN registration from the College of Nurses of Ontario (CNO). Must be in good standing with the College
* Palliative care certification is strongly recommended
* Strong clinical skills demonstrated
* Successful completion of a recognized Baccalaureate degree is preferred
* In-depth understanding and five years of clinical experience in Long Term Care
* Three years management experience including leadership, administration, supervision of staff and volunteers, program development/evaluation, inventory control, risk management, health & safety
* Positive approach to client service and a demonstrated capacity for empathy.
* Knowledge and experience in working with palliative care clients and their families.
* Knowledge of interdisciplinary patient care processes, commitment to teamwork, and ability to collaborate effectively
* Experience working with a wide variety of community service providers
* Consultative team-based management style and strong problem-solving skills
* Effective verbal and written communication and ability to provide clear direction
* Ability to work independently, to exercise sound judgement, to make appropriate decisions, and to accept responsibility for outcomes
* Excellent organizational skills
* The ability to work flexible hours including days, evenings, weekends, and to be on-call as needed
* Strong computer skills in Word, Excel, Access, and PowerPoint
* Working knowledge of the Ministry of Health and Long Term Care Act; Occupational Health and Safety Act and ESA legislation.
* Proven ability to coach and train with an understanding of adult learning principles an asset.
* Exceptional leadership abilities and demonstrate a passion for engaging employees and promoting a supportive and productive work culture.
* Experience operating within a unionized environment and knowledge of the collective bargaining process preferred.
* Effective problem-solving skills; prioritization and organizational skills.
* Ability to build strong relationships with a variety of individuals including residents, families, employees, community partners.
* A valid driver's license and successful completion of a Police Check, Vulnerable Screening Check and medical.

**Submit resume and cover letter, in confidence, by January 15, 2021.**

Please fill out the application on Indeed.ca

Alternatively, please send your resume and cover letter to:

[Tracey.delisle@shalomvillage.ca](mailto:Tracey.delisle@shalomvillage.ca)

Shalom Village is an equal opportunity employer and welcomes applications from all interested parties. In accordance with our Accessibility Policy, a request for accommodation will be accepted as part of the hiring process.

We thank all applicants for their interest however only those selected for further consideration will be contacted.