

## Assistant Director of Care (ADOC)

### St. Joseph's Lifecare Centre

Reporting to the Director of Care, the Associate Director of Care (ADOC) is a key member of the Long-Term Care team. Guided by St. Joseph's Lifecare Centre Brantford's Mission, Vision, and Values, and working in partnership with the Director of Care, the ADOC supports the department's clinical staff through guidance, education, and collaboration with the multidisciplinary team to ensure high-quality, resident-centred care.

In collaboration with the DOC, the ADOC helps ensure the smooth, safe, and effective daily operations of the clinical team, promoting practices that safeguard resident well-being and maintain a consistent standard of excellence in care.

#### **Key Accountabilities:**

##### Leadership

- Oversee and guide staff in designated home area(s), ensuring quality care and adherence to policies and procedures.
- Hire, direct, supervise, evaluate, promote or performance manage care clinical staff in collaboration with Human Resources.
- Provide coaching and education to staff on the *Fixing Long-Term Care Act* and its regulations.
- Serve as a role model, contributing to the development of a caring, competent, and accountable clinical team responsible for direct resident care.
- Promote teamwork and effective collaboration within the interdisciplinary team.
- Monitor and address staff availability, attendance, and punctuality concerns in a fair and consistent manner.
- Provide direction, guidance, and support to Registered Staff and PSWs in delivering care and services, offering coaching, mentoring, and constructive feedback as needed.
- Assume responsibilities of the Director of Care as required in their absence.
- Be knowledgeable about the Residents' Bill of Rights and Governing Principles, and actively promote and uphold them in all aspects of care and service.
- Contribute to quality improvement and best practice initiatives and participate in Continuous Quality Improvement (CQI) activities.
- Ensure fiscal accountability and contribute to administration of the resident care budget.
- Review new or revised policies and procedures with team members.

##### Clinical Care

- Collaborate with the interdisciplinary team to plan, coordinate, and monitor resident care.
- Provide direction, coaching, mentoring, and feedback to registered staff and PSWs.
- Oversee the development and ongoing accuracy of residents' plans of care.
- Review daily resident records and risk management reports in PointClickCare; meet with RNs to address high-risk resident or family concerns.
- Conduct daily rounds to monitor units and service areas, addressing any issues promptly.

- Lead case reviews for residents with complex medical, nursing, risk, or behavioural needs, ensuring follow-up on action items.
- Participate in care conferences (admission, annual, palliative, and ad-hoc) and support follow-up activities.
- Keep the Director informed of resident risk issues and collaborate on resolutions.
- Liaise with community partners, allied health professionals, and consultants (e.g., PRC, BSO).
- Engage with residents/SDMs to provide updates, gather input, and resolve concerns.
- Manage communication with the LTC pharmacy and coordinate medication management logistics.
- Ensure routine equipment inspections (e.g., lifts, slings) are completed as scheduled.
- Oversee dining room monitoring to ensure residents receive appropriate diets and staff compliance.
- Review resident care and services against inspection protocols, develop action plans, and guide staff in implementation.
- Act as the program lead for assigned clinical programs.
- Ensure adherence to all Ministry of LTC requirements and clinical program standards.
- Participate in interdisciplinary committees, nursing programs, projects, and assigned duties.
- Maintain effective communication with the Home Management Team through meetings, reports, and other channels.
- Recommend service or efficiency improvements and resource optimization strategies.
- Report health and safety hazards, equipment issues, or missing protective devices promptly.
- Follow infection control policies, including appropriate use of PPE.
- Review staff documentation and nursing activities for compliance with CNO standards and facility policies.
- Participate in annual program evaluations.
- Complete and follow up on Critical Incident Reports in accordance with legislation.
- Prepare submissions for High Intensity Needs Program claims.
- In collaboration with the Senior Manager of Clinical Practice and Privacy, review and evaluate quality indicators (e.g., falls, wounds, behaviours, restraints, pain) and ensure appropriate interventions are in place.

## Health and Safety

- Promote and protect personal health and safety and that of residents, caregivers, and team members.
- Participate in and coach staff through emergency codes and drills (e.g., fire, evacuation, missing resident).
- Comply with and promote with Occupational Health and Safety regulations and organizational health and safety procedures.
- Ensure and promote a safe work and living environment by following procedures and promptly reporting unsafe conditions.
- Ensure staff compliance with Occupational Health and Safety policies and Ministry of Labour legislation.
- Oversee incident/accident reviews and investigations in line with organizational protocols.
- Support and monitor safe and early return-to-work programs for staff, ensuring ongoing follow-up.

## **Qualifications:**

- Bachelor of Science in Nursing, or equivalent, and registration in good standing as a Registered Nurse (RN) with the College of Nurses of Ontario.
- Minimum 2–5 years of clinical nursing experience in a leadership role, or an equivalent combination of education and experience.
- Demonstrated experience leading, supervising, and motivating both unionized and non-unionized staff to achieve organizational goals.

- Comprehensive knowledge of the *Fixing Long-Term Care Act* and Regulations, as well as other applicable legislative requirements (e.g., *Public Health Act*, *Occupational Health and Safety Act*).
- Proficient computer skills, including Microsoft Office Suite.
- Working knowledge of PointClickCare, MDS RAI, and online learning platforms (e.g., Surge Learning, Relias).
- Strong verbal and written communication skills, with the ability to prepare policies, procedures, and best practice guidelines.
- Superior planning, organizational, and management skills.
- Proven ability to work independently with sound decision-making, time management, and administrative skills.
- Self-motivated and results-focused, with the ability to follow through on initiatives effectively and efficiently.
- Skilled at prioritizing tasks, working accurately under pressure, and meeting deadlines in a fast-paced environment.
- Strong interpersonal skills, patience, and the ability to communicate effectively with residents, families, the public, staff, and external service providers.
- Demonstrated capacity to create and maintain an environment conducive to the well-being of residents.

### **What We Offer:**

- Healthcare of Ontario Pension Plan (HOOPP)
- Free parking
- 100% Employer Paid Benefits
- Employee purchase discount program
- Employee Assistance Program (EAP)

**St. Joseph's Lifecare Centre Brantford recognizes the importance of immunization to protect our residents, staff, and others from COVID-19. As such, subject to any verified medical exemption or accommodation required by applicable human rights legislation, it will be a condition of employment that all new hires have received all required doses of a COVID-19 vaccine approved by Health Canada.**

St. Joseph's Lifecare Centre appreciates all responses. However, only candidates under consideration will be contacted.

*St. Joseph's Lifecare Centre Brantford is an equal opportunity employer and strives for equity, inclusiveness, and diversity in all programs, facilities, and people. St. Joseph's Lifecare Centre Brantford is committed to creating a barrier-free, accessible organization, utilizing a collaborative approach in supporting persons with disabilities during the recruitment, assessment, selection, hiring, and the ongoing employment life cycle. Upon individual request, the Lifecare Centre will endeavor to remove any barrier to the employment lifecycle to accommodate those employees with disabilities. Should any employee require accommodation through the employment lifecycle, please contact Human Resources.*

Interested applicants are encouraged to apply through the SJLCB Careers Page at [St. Joseph's Lifecare Centre - Assistant Director of Care](#) or by forwarding their application to HR@sjlhc.ca