

JOB DESCRIPTION

Associate Director of Nursing, Grandview Lodge

POSTING #: NU-2025-37 (REPOST)	Employer Group: Non-Union
POSTING PERIOD: August 13 – 27, 2025	Reporting To: Director of Nursing
Grade: 11	Position Status: Permanent Full-Time
Wage Range Annually: \$105,305 - \$128,110	Hours Worked Per Week: 35
	Location: Grandview Lodge, Dunnville ON

CORE COMPETENCIES:

Reasoning | Interpersonal Communication | Cognitive Flexibility | Emotional Intelligence | Resilience

POSITION SUMMARY:

Provide leadership and day-to-day supervision to the Nursing staff at Grandview Lodge to ensure quality care is provided to Residents. As well as, responsible for ensuring consistency with professional standards of practice, and continuous quality improvement in meeting the nursing and personal care requirements of the home. Overall, this position plays an integral role in providing safe, resident-focused, quality nursing services in the Long Term Care Home to residents, while verifying compliance with FLTCA (Fixing Long Term Care Act) Ministry Long Term Care, legislative, and corporate expectations.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- University Degree relative to the area of responsibility, or equivalent
- Registered Nurse
- Registered and in good standing with the College of Nurse of Ontario

Experience

- Over 3 years and including 4 years of current related experience.
- Special consideration will be given to applicants with the following:
 - Experience with the accreditation process, infection prevention and control, quality improvement, and risk management.
 - Experience in long-term care or health care setting.

Knowledge/Skills

- Good understanding of municipal government, its operations, services, and legislations that affect the divisional responsibilities.
- Ability to participate in quality management activities and ensure they are carried out in alignment with the home' strategic plan and with a focus on continuously improving clinical care practices and resident care.
- Good knowledge of the business process and financial management methods relating to the development of division and Unit goals and objectives, while assisting with the development of division and approved budgets.
- Valid Ontario Drivers License and access to a reliable vehicle.
- Excellent verbal and written communication skills with the ability to influence, motivate, provide training, using flexible communication styles and to ensure suitable agreement, so decisions are reached.
- Demonstrated initiative, and ability to make decisions involving multiple routine tasks, affecting department level.

- Demonstrated ability to work independently within broader policies, and measured by results.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Proven ability to make responsible purchases.
- Demonstrated analytical and problem-solving skills involving occasional ingenuity, and minor refinement of procedures when necessary.
- Demonstrated capability to supervise and coordinate functional groups.
- Organizational skills with specialized attention to detail to avoid errors and ability to meet deadlines.
- Excellent interpersonal skills including the ability to work effectively in a team environment and guide interdisciplinary team-based discussions to increase staff morale, team building, collaboration, and community pride, including managing conflict and emergencies using tact, diplomacy, empathy and conflict resolution skills to resolve issues.
- Technology Aptitude
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices are followed.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Computer proficiency in Point Click Care, or equivalent reporting software.

RESPONSIBILITIES

The incumbent is expected to but not limited to:

Corporate

- Follow the GVL philosophy of delivering care to Residents by utilizing DementiAbility and GPA principles.
- Ensure the Resident's Bill of Rights is respected and the guidelines set out by relevant provincial legislation, regulations, and directives are followed, by communicating with residents, visitors, and other personnel in a courteous manner.
- Participate as a member of Grandview's leadership team, under the direction of the Administrator, and contribute to the development of goals and objectives for Grandview; chair or be an active participant in meetings designed to ensure actions are identified and taken contributing to continuous quality improvement at Grandview Lodge.
- Develop nursing department goals and objectives in conjunction with approved Corporate, Department and Grandview Lodge Strategic Goals, and direct nursing operations to achieve goals.

People

- Educate staff on the nursing goals and objectives as they relate to ongoing charting and best practices for delivering care to residents.
- Applies sound human resources management practices (recruitment, development and performance evaluations) in accordance with approved policies to maintain an effective team.
- Responsible for hiring, supervising, appraising and disciplining assigned staff; ensures that they all receive proper orientation, in-service education, and on-the-job training.

Timeline

- Oversees, monitors Leads key committees that includes front-line workers and external partners. These meetings provide direction to staff and supports resident care needs. Audits key nursing programs and functions such as medications, incontinence, skin and wound, lift and transfers on a weekly, monthly and quarterly basis. Ministry reporting timelines (Cis) must be followed should a resident incident occur.
- Timely follow-up to staff investigations in accordance with the collective agreement.

Money/Asset

- Assist the Director of Nursing (DON) with budget preparation.
- Orders resident care supplies to ensure that equipment is available for care needs.
- Applies for HIN (High Intensity Needs) application for residents with increased acuity and needs.

Functional

- Nursing Operations:

- Liaise between the Medical Director and Registered staff, and follow up with appropriate information to all disciplines and the Director of Nursing.
- Leads and facilitates the implementation and evaluation of mandatory programs under the Fixing Long Term Care Act (FLTCA).
- Advocating for change within the home and fostering an environment that is person- centred, proactive and open to new ideas.
- Ensures security and confidentiality of personal health records and other sensitive information relative to residents' conditions of care.
- Ensures staff, or contracted services, understand and safely conduct work within applicable Acts, regulations, and approved County policies and procedures.
- Assume the responsibilities of the DON when delegated or required, including 24/7 availability when there is no Registered Nurse in the home as per the requirement set out in the relevant legislation and regulations.
- Policy Development and Legislative Compliance:
 - Creates and Contributes to the development of appropriate policies and procedures to assist staff to efficiently and safely complete assigned work.
 - With the direction of the Director of Nursing assist in the development, implementation, and education of appropriate policies and procedures including monitoring and reporting systems that ensure the safety and well-being of residents.
 - Administers applicable legislation and regulations relevant to the function; including relevant collective agreements and other corporate policies.
 - Follow up on the outcomes of audit programs as they relate to Nursing Best Practices, Quality Improvement in the delivery of care to the Residents and the Ministry Long Term Care Protocol, ensuring nursing program is meeting provincial targets and indicators . Puts action plans in place to improve resident outcomes.
 - Monitor practices to ensure compliance with applicable legislation and regulations relevant to the nursing function; (specifically, Ministry Long Term Care and Ministry of Labour requirements, College of Nurses).
 - Researches and prepares/ drafts reports to/for the DON on current projects, conditions, and issues, making recommendations as required; presents information at public meetings, and staff meetings as necessary.
 - Maintains a system of care assessment, planning, implementation and evaluation at the resident and unit program level that maximizes staff resources and contributes to Grandview Lodge's interdisciplinary team approach to resident care.
- Employee Wellness, Attendance and Performance Management:
 - Administer Grandview Lodge's Attendance Support and Absenteeism Program for the nursing department, with coordination support from Human Resources.
 - Oversees the performance of Registered Nurses, Registered Practical Nurses, and Personal Support Workers.
 - Liaise with Human Resources with respect to workplace accommodations and the return to work process.
 - Initiates investigative and corrective actions related to occupational health and safety; develops and monitors modified work programs for nursing personnel in collaboration with the Employee Wellness Supervisor.

Demonstrate commitment to the Haldimand County code of conduct

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the job.

POSITION REQUIREMENT(S):

A current (within past 6 months) Police Check	OPP LE 220E
Two- Step TB & Mantoux Test	Within 6 months

WORKING CONDITION(S):

- Core work days are Monday – Friday, with a flexible schedule – including day, evening, night and weekends and occasional extended hours as required to support operational needs of the Home in collaboration with the Nursing team.
- Occasional On Call as required.
- Flex Time Policy – allows for alternative work scheduling to accommodate workload needs of Grandview Lodge and personal needs of employees.

Haldimand County envisions all County staff to possess a high degree of Ethical Behaviour & Professionalism, Political Acumen, Relationship Management, Credibility, Flexibility & Adaptability, Empathy & Compassion, Entrepreneurship, and Customer Service.

Haldimand County is an equal-opportunity employer who strives for inclusivity and belonging for all. Accommodation is available at any stage of the hiring process to applicants with differing abilities. If you require accommodation at any stage of the hiring process, please contact us at hrhelpdesk@HaldimandCounty.on.ca.

County employees who are interested in applying for this position must complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit online with a resume and cover letter by 4:30 PM on the last day of this posting.

We thank you for your interest in working for Haldimand County. Only candidates selected for an interview will be contacted.