

JOB DESCRIPTION

Director of Nursing, Grandview Lodge

POSTING #: NU-2025-51	Employer Group: Non-Union
POSTING PERIOD: October, 28 – November 14, 2025	Reporting To: Administrator, Grandview Lodge
Grade: 12	Position Status: Permanent Full-Time
Wage Range Annually: \$116,298 - \$141,505	Hours Worked Per Week: 35
	Location: Grandview Lodge, Dunnville ON

CORE COMPETENCIES:

Critical Thinking | Interpersonal Communication | Cognitive Flexibility | Emotional Intelligence | Resilience

POSITION SUMMARY:

Responsible for overseeing the large nursing department at Grandview Lodge, ensuring alignment with professional standards of practice, legislative requirements, and a commitment to continuous quality improvement in meeting residents’ nursing and personal care needs. This position also works to maintain optimal occupancy levels to maximize provincial funding and facilitates admissions in collaboration with the Quality Assurance Nurse and Ontario Health at Home. Overall, the role provides leadership and supervision to the Associate Directors of Nursing and related nursing functions, while fostering inclusive practices that promote a safe and respectful work environment.

QUALIFICATIONS, KNOWLEDGE & SKILLS

Education

- University Degree related to the area of responsibility (e.g. BScN) Must be a Registered Nurse registered and in good standing with the College of Nurse of Ontario.

Experience

- Over 5 years and including 7 years of current related experience.
- Special consideration will be given to applicants with:
 - Experience in long-term care settings.

Knowledge/Skills

- 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 with tact, diplomacy, empathy, and conflict resolution to resolve issues.
- Strong knowledge of all applicable long-term care legislation, regulations, standards, and Acts, including municipal government requirements, with the ability to interpret and implement Ministry directives effectively and navigate relationships across various levels of government.
- Firm understanding of accreditation processes and required organizational practices. The ability to participate in quality management activities focusing on continuous quality improvement in clinical care and residential care as outlined in the Home’s strategic plan
- Familiarity with long-term care operations and current management, technical and operating practices.
- Good understanding of risk/emergency management techniques/procedures relative to long-term care settings.

- Solid understanding of strategic and planning processes required to develop appropriate nursing department short and long-term goals and objectives.
- Financial management skills to develop budgets (operating and capital), monitor approved financial parameters, take action as appropriate to maintain a sound financial position of the portfolio,
- Excellent verbal and written communication skills with the ability to communicate strategically and provide resolutions if necessary to handle significant contracts (ie, pharmacy) with long-term impacts.
- Shows initiative and the ability to make informed decisions affecting broad areas of nursing and organizational operations.
- Demonstrated ability to exercise significant discretion and sensitivity involving regular work with confidential information.
- Demonstrated analytical and problem-solving skills
- Demonstrated capability to manage staff within division.
- Organizational and time management skills with attention to detail
- Commitment to advancing the principles of equity, diversity and inclusion in order to promote a welcoming, safe and respectful work and community environment.
- A Valid Ontario Driver's License and access to a reliable vehicle.
- Technology Aptitude:
 - Demonstrated intermediate computer skills to utilize various technological devices and programs while adhering to cybersecurity and best practices protocols.
 - Intermediate knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
 - Computer proficiency in Point Click Care or equivalent reporting software.

RESPONSIBILITIES

The responsibilities of the Director of Nursing include:

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
- Under the direction of the Administrator, contribute to the development of goals and objectives for Grandview, actively participate in meetings that contribute to continuous quality improvement.
- Develop nursing department goals and objectives in conjunction with the Corporate and Social Services Department strategic plans and, Grandview Lodge Strategic Goals

People

- While directly overseeing the Associate Director of Nursing (ADON), and working collaboratively with the nursing team, provide a supportive environment for the ongoing learning and development of the practice of nursing at Grandview Lodge.
- Meets with residents, and/or families to resolve concerns related to the nursing department.
- Ensure that nursing staff work safely and collaboratively by providing leadership and guidance.
- Review and authorize nursing staff schedules to ensure the presence of adequately trained nurses to deliver high-quality care. Collaborate with interdisciplinary colleagues to foster cooperation and a team approach across all departments within the Home.

Money/Asset

- Develop the nursing department operating and capital budget for review by the Administrator and Finance ; manage an approved budget; recommend or take corrective action(s) if required.
- Maintain asset management information with respect to nursing equipment and replacement schedules in collaboration with the Supervisor of Facility Operations.

- Looks for funding opportunities through Ministry of Long-Term Care initiatives and other potential sources;
- Authorize, and administer the acquisition of goods and services for the operating home area and direct reports in accordance with the procurement policy and procedures.

Functional

- Assists staff in resident care in times of emergency to instruct staff on improving care methods or when assistance is required by staff.
- Foster an environment of growth, empowering team members to approach care using an evidenced-based care model that ensures best practices are utilized.
- Direct oversight of the Assistant Director of Nursing, Quality Assurance Nurse Coordinator, MDS/RAI Coordinator, Schedulers, Infection Prevention & Control Coordinator, Nursing Clerk, and Administrative Assistant - Leadership. Subject matter expert of these positions to ensure work is complete, minimize errors and achieve resident outcomes.
- Prepare and present information/briefing reports related to nursing issues and recommends specific actions required, to update the Administrator, the Grandview Leadership Team and others.
- Manage resource planning for the nursing department helping to identify desirable role/skill mix requirements to ensure ongoing work and resident care quality.
- Direct oversight of the resident core programs which includes skin and wound, pain, restraints, responsive behaviours and falls.
- Develop, implement and lead various clinical practice initiatives and committees including the Professional Advisory Committee and Ethics Committee, ensuring the home follows an approved ethical framework.
- Analyses data to make improvements in resident care and services. Works to achieve provincial targets set out by the Ministry of LTC
- Consult with the Medical Director on a quarterly basis and as needed to manage matters relating to medical care in Grandview Lodge.
- Respond to inquiries from the public and other external sources regarding Long Term Care Services provided by Grandview Lodge.
- Assume the responsibilities of the or Administrator when delegated or required.
- Support and management health related outbreaks and other health emergencies that impact resident care and safety.
- Investigate and respond, as necessary, to major incidents or allegations, assuming control as necessary.
- Ensure staffing-related matters—including recruitment, grievances, and labour relations are managed in alignment with HR and Corporate standards.
- Investigate employee incidents and injuries, collaborating with HR, Unions, and Employee Health to provide coaching, discipline, and support safe return-to-work plans. Ensure compliance with applicable legislation and regulations relevant to the nursing function; (specifically, Ministry of Health and Long Term Care standards); ensure direct reports and contractors understand and conduct all work within the applicable Acts, regulations, and County policies.
- Manages various contracts related to the nursing department (i.e., Lab, Pharmacy, Agency staff)
- Consults with professional staff and agencies to deliver the appropriate services to meet the nursing department's needs.
- Oversight of the medication administration program, monitoring drugs and narcotics to ensure their control and safekeeping.
- Supports/facilitates the coordination of the ordering, inventory management, distribution, and appropriate and safe use of supplies and equipment for the nursing department.
- Ensure reports submissions are completed as required to the MOH and LHIN (i.e., QIP, Staffing Reports, other reports, as needed.) to ensure compliance with regulations and directives and to secure appropriate levels of funding.
- Submit Critical Incidents (CI's), reports as required.

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 220
---	------------

WORKING CONDITION(S):

- Regular Working Hours: Monday to Friday (8:30am-4:30pm)
- Occasional On-Call as required.

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 support 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 are invited to complete the EMPLOYEE APPLICATION FORM via County's Intranet - FuNK and submit it 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.