



# Nisbet Lodge

740 Pape Avenue, Toronto, Ontario M4K 3S7 • Telephone: 416-469-1105 • Fax: 416-469-2996  
Email: [info@nisbetlodge.com](mailto:info@nisbetlodge.com) • [www.nisbetlodge.com](http://www.nisbetlodge.com)

## **ASSISTANT DIRECTOR OF CARE POSITION**

Nisbet Lodge, located at 740 Pape Avenue East, operates a Christian and charitable 103-bed long-term care home is currently accepting resumes for An Assistant Director of Care position.

Reporting to the Director of Care, the incumbent will be responsible for assisting the management and leadership of Nursing Department. The person holding the above position is required to meet the needs of the residents in accordance with the standards and guidelines of the Ministry of Health Long-Term care and the Facility Program Manuals.

## **ACCOUNTABILITIES**

- Ensures that residents' needs are clearly identified, monitors on an ongoing basis, the provision of resident services and assists staff to ensure team goals are met.
- Accountable to oversee the effective operation of the mandatory nursing programs per the FLTC Act
- Assists the DOC in the implementation and evaluation of the nursing department quality improvement initiatives, risk management systems, data collection and analysis, report writing and procedural updates
- Takes the lead in the coordination and implementation of best practice and risk management initiatives related to resident care
- Leads the Nursing Quality Improvement program, audits in the nursing department on a regular basis; works with staff to help them to be fully aware of QI and its use in planning and monitoring day-to-day activities and monitoring their success in meetings.
- Maintains up-to-date resident care plan and ensures that resident care plan is implemented and communicated to staff, Resident and Power of Attorney, care.
- Leads the multi-disciplinary care conferences
- Partners with the Pharmacist to lead the safe administration of medications to the policies and procedures of Nisbet Lodge using medication cart and MAR sheet.
- Ensures drugs and narcotics are stored in a safe place and oversees the safe disposal of such drugs with the pharmacist.
- Provides first aid treatment to staff members, when injury occurs at work, documents injuries and complete Form 7 for WSIB.
- Conducts annual performance review for nursing department staff



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- Assumes responsibility for the nursing department in the absence of the DOC
- Manages the Nursing master schedule, recruitment, training and orientation

## QUALIFICATIONS

- Registered Nurse Certificate from a recognized College.
- Current registration as a Registered Nurse with the College of Nurses of Ontario
- Minimum three (3) years experience working in geriatric or long-term care setting, preferably 1 year in the management
- Experience in geriatrics, rehabilitation or long-term care, preferably with a certificate in geriatrics and or team management.
- Ability to plan, coordinate and supervise the work of nursing personnel
- Ability to relate and empathize with the aging process
- Ability to develop and implement and evaluate restorative programs
- Good communication, leadership, organizational and interpersonal skills
- Ability to work independently and willingness to work days, evenings, nights and weekends when required.
- Excellent interpersonal skills and the ability to work independently and as part of a team.
- Comfortable working in a home that respects and practices traditional Christian value.

## START DATE

Immediately

Vacancy: Existing

Work Location: In Person

SALARY: From \$84,000. Salary range is based on experience and qualifications



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## CLOSING DATE

**Interested** candidates, please forward your resume in confidence before June 5, 2026 to the attention of:

**HR Coordinator  
Nisbet Lodge  
740 Pape Avenue  
Toronto, Ontario  
M4K 3S7  
Email: [jeevab@nisbetlodge.com](mailto:jeevab@nisbetlodge.com)  
Fax: 416-469-2996**

*Nisbet Lodge is an equal opportunity employer; we are committed to establishing a qualified workforce that is reflective of the diverse population we serve.*

*Nisbet Lodge is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us in advance and we will work with you to meet your needs. Applicants are required to submit adequate documentation to support their request for accommodation in the assessment process and or to perform the essential duties of the position. For disability related accommodation, documentation must be from the applicants' treating physician outlining their functional limitations. We encourage application from all qualified individuals; however, only those under consideration for the position will be contacted.*