

## **Director of Care of Residential Hospice Services (Full Time)**

The Governance and Operations board of Jessica's House, a residential hospice located in Exeter, ON is seeking to hire a Director of Care.

The Director of Care, will lead the management and oversight of all clinical and residential care services at Jessica's house.

### **Qualifications**

- Baccalaureate of Science in Nursing (BScN); Master of Science in Nursing (MScN)
- Post-RN education, certification or degree in nursing administration and management
- Demonstrated experience in Hospice Palliative Care Nursing
- A minimum of 10 years of clinical experience with at least 5 years of experience in palliative setting
- Demonstrated ability to direct and supervise staff
- Healthcare management /leadership experience 2 years hospice preferred
- Current registration with RNAO required
- Advanced CPR certification
- Demonstrated experience in building palliative care capacity within an organization and in the community
- Strong interpersonal skills and the ability to work well in a team environment
- Excellent analytical, interpretive and communication skills. Exhibit an ability to be flexible, open and non-judgemental
- Highly organized, detail oriented and conscious of cost containment practices
- Satisfactory Police Vulnerable Sector Checks (PVSC)

The Successful Candidate must be able to:

- Support the Mission, Vision and Values of Jessica's House
- Plan, organize, direct and supervise the activities of staff and volunteers , to provide quality resident care
- Oversee the admissions to the hospice, establish and implement waitlist and triaging criteria
- Liaise with the Medical Director and Team Leads regularly
- Demonstrate a highly developed ability to listen; communicate goals, share knowledge experience and responsibility when dealing with direct reports, employees and residents and their families
- Participate in the budgeting process and manage expenses accordingly

- Implement and monitor control and safekeeping of drugs and narcotics, and supervise the drug administration program of the hospice including the administration of medication by all registered staff
- Direct and monitor the maintenance of health care records to ensure compliance with applicable regulations and the quality of care for residents
- Ensure that each patient and family receives the necessary care and services outlined in the plan of care
- Ensure staffing/coverage to provide sufficient personnel for delivery of patient/family services, including on-call, pursuant to Jessica's House policies and guidelines
- Supervise and evaluate the performance of personnel including both paid and volunteer
- Perform on-call professional duties, as required
- Investigate incidents and complaints in order to identify appropriate corrective actions
- Monitor and review resident care gathering statistics and anecdotal evidence to ensure the standard of care is maintained and the programs of the home are aligned with best practice standards
- Ensure compliance with all relevant Provincial and Federal Acts and regulations
- Provide leadership during review processes conducted by regulatory bodies
- Be the point of contact and 'face" of Jessica's House for families when their loved ones are in hospice
- Approach each family who uses the services of Jessica's House to make a donation to the operating costs
- Participate in the regular meetings of the Operations and Governance Board as an ex-officio member

Position begins April 16<sup>th</sup>, 2018 Applications are due by Feb. 1<sup>st</sup> , 2018

To apply:

Jessica's House

Attn: E. Karry

70766 London Road

Exeter, ON N0M 1S1