

Fundy Nursing Home

34A Hospital Street • Blacks Harbour • N.B. • ESH 11<2 • Ph: (506) 456-4218 • Fax: (506) 456-4239

DIRECTOR OF NURSING

Fundy Nursing Home is seeking a Registered Nurse for the position of Director of Care to join our team. We are situated in Blacks Harbour, NB, and care for 27 residents. You will be joining a cohesive team who are resident focused and strive to achieve best practices in all departments. You will participate in internal and external committees and initiatives. You will have good communication, leadership, and organizational skills. An energetic leader-by-example where you will support a culture of teamwork and quality care for all residents and staff at Fundy Nursing Home.

The qualification you will need for this position is a Bachelor in Nursing with experience in gerontology or long-term care. Management experience is a strong asset for this role. If you are passionate about long term care and love the aging population, please feel free to apply and join our team. The full job description is on our website at: www.fundynursinghome.es!

Please forward your letter of application and resume no later than December 2nd, 2022.

Diane Beaulieu

Administrator

[Dianebeaulieu\(a\)J.fundynursinghoJTie.ca](mailto:Dianebeaulieu(a)J.fundynursinghoJTie.ca)

We thank all those who apply, only those being considered further will be contacted

FUNDY NURSING HOME - DIRECTOR OF NURSING
JOB DESCRIPTION

JOB TITLE: DIRECTOR OF NURSING

CLASSIFICATION CODE: DON I

DEPARTMENT: NURSING

PURPOSE OF JOB

To plan, organize, direct and participate in the care services of the nursing home and participate as a member of the interdisciplinary team.

ADMINISTRATIVE RESPONSIBILITIES

To determine the philosophy, objectives and policies of the nursing department in accordance with those policies and objectives set out by the home and in accordance with acceptable nursing procedures. This is a management position under the nursing home.

To operate the department within the approved budget.

Ensure that supplies are accepted by authorized personnel and are the quality and quantity ordered; properly stored and secured. Check all supplies that are received against the billing.

Develop and maintain a system of inventory control for supplies which ensures that there is a proper amount of inventory on hand and is secure.

Observe Federal, Provincial and Municipal rules, acts and regulations.

Provide to the Administrator a bi-monthly summary of the department's activities for the board report.

Provide monthly reports as required.

Develop and implement cost controls for the best utilization of available resources.

Conduct regular departmental meetings with care staff.

Supervise the nursing department in the home, determining standards, methods and techniques.

Evaluate the nursing program, introducing new methods and techniques to improve quality of resident care, i.e. Quality of Service.

Confer with the home's physician on the nursing program, making available to the Administrator in writing any recommended improvements.

r- **D.O.N. JOB DESCRIPTION- PAGE 2**

Ensure the physician visits the residents on a regular basis.

Periodically reviews nursing program.

Will assist with the duties of the care staff when the workload is unusually heavy or in the absence of staff.

Recommend on the selection of equipment purchased for the nursing department.

Ensure a resident care plan is started and kept up to date on each resident.

Perform other nursing functions ie: venipuncture.

May be required to help resolve conflict between residents and families.

Inform the person responsible in the event of resident's death or serious illness.

STAFF RESPONSIBILITY

Follow the home's policies.

Provide fair and accurate scheduling of employees work time, days off, holidays and vacations in accordance with personnel policy and union contracts.

Provide for staff replacements for sick and vacationing employees.

Ensure a safe working environment.

Ensure effective infection control and health and safety policies and procedures.

Assist with interviews and recommend hiring of new employees for nursing department in accordance with the home's policies.

Provide orientation and training of new employees.

Supervise department personnel, recommending on matters of promotion, discipline and or dismissal of employees for just cause.

Understand and implement the home's policies and procedures. Develop and implement departmental policies.

Promote team work within the department.

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D.O.N. JOBDESCRIPTION-PAGE3

Actively promote and continuously evaluate an inservice education program to all nursing staff.

Participate in inservice program for other staff in the home.

Encourage professional advancement among care staff.

Evaluate individual employee's performance as per the administration policies.

RESIDENTRESPONSIBILITIES

Develop good lines of communication with the residents.

Plan, implement and evaluate a system to ensure the residents have a good line of communication with supervisory staff.

Greet new residents. Visit them on a regular basis and at their request. Work with the resident/families to create a warm friendly atmosphere that meets the residents needs.

Assist residents with inquiries, questions, etc. they may have regarding nursing and medical care they are receiving.

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HOMERESPONSIBILITY

Develop and maintain an effective working relationship with other departments.

Attend management meetings.

Provide input into projects that require co-ordination of all departments.

Develop a close working relationship with all other departments in order to promote better resident care (team work- interdisciplinary approach).

Observe and practice all safety and fire rules and regulations.

Report fire and accident hazards immediately.

Ensure that accidents are reported to the Administration office immediately.

Ensure staff know and follow fire rules and regulations.

May be asked to participate in the planning of any building or renovation program that effects the nursing department.

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D.O.N. JOB DESCR/PTION - PAGE 4

Co-ordinate nursing functions for any special events outside the home's operation that we are asked to participate in.

Develop and maintain good public relations and an effective working relationship with residents, their families, the general public, other departments, the visiting physician and outside agencies.

Participate actively in public relation planning for special functions.

Maintain liaison with other health care workers, community and institutions.

May be required to assume certain duties of the administrator in her absence.

NOTE

These job duties are only the basic and primary duties of the job, related and allied duties will be assigned from time to time as may become necessary to the operation of the nursing home.

EQUIPMENTAND SUPPUES USED

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Office supplies, teaching aides and computer.

Should have working knowledge of and should be able to demonstrate all nursing equipment and supplies.

WORKERS SUPERVISED

Nursing Department staff.

QUALIFICATIONS

BN in nursing and three years supervisory experience or a diploma in nursing with a baccalaureate degree which includes or is supplemented by recognized courses in administrationand three years supervisory experience.

Neat and clean in appearance as well as physically/mentally able to perform assigned duties.

Must be able to work, communicate and get along with elderly and disabled individuals.

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D.O.N. JOB DEESCRPTION- PAGE 5

HOURS OF WORK

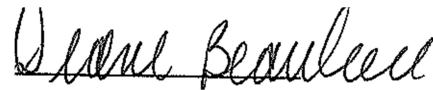
Normal Hours: 7.5 h per day, five days per week. (8:00 am to 4:00pm) At times, shift work may be required including weekends and holidays, etc. as per operational requirement.

REPORTING LINE

Reports directly to the Administrator

MEALBOURS

Flexible, 30 minutes lunch break and 2- 15 minutes breaks



Diane Beaulieu

Administrator

Original: January 1, 2003

Revised: March 5, 2004, May 4th, 2016, November 6th, 2019, November 21st 2022