



*Victoria Chinatown Care Centre*  
域多利華埠療養院



## **Care Centre Director Full Time Position**

The Victoria Chinatown Care Centre ("VCCC") is an accredited long-term care facility located in Victoria, BC. We are a non-profit organization overseen by a volunteer Board of Directors with a reputation for high quality care and leading practices. VCCC is an affiliate organization to Island Health's Residential Care Program and receives public funding from Island Health. VCCC operates 31 residential complex care beds in a culturally-sensitive environment, and provides services including an adult day program and a community bathing program (temporarily suspended due to COVID-19).

### **JOB DESCRIPTION**

The Care Centre Director is responsible for the day-to-day operations of the resident Care Facility within a dynamic organization that delivers 24/7 nursing care for 31 complex care residents, an adult day program and community bathing service.

- Working with all staff, including the Manager of Care Services and Admin Coordinator, to provide leadership to the multi-disciplinary team, coordinates and facilitates daily activities ensuring effective use of resources, and within approved budgets.
- Oversees activities of members of the multi-disciplinary team, as well as other health care professionals and contractors.
- Represents the Care Centre as Facility Manager on the Community Care and Assisted Living Act License.
- Ensures compliance with regulatory statutes, licensing regulations, accreditation standards, and legislation related to long term care.
- Directs and evaluates Care Centre staff. Provides leadership and functions as a role model and coach to assist staff with professional development and achievement of Centre goals (including the conduct of ongoing performance reviews).
- Responsible for recruitment, development, and discipline of all staff.
- Responsible for strategic long term planning view of operations and best practices in resident service delivery
- Manages issues that impact overall quality of resident care provided.
- Develops policies and implementing procedures/standards for operations at the Facility level.
- Responsible for monitoring and development of the operating plan.
- Provides leadership within the Facility for quality and risk management activities.



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- Ensures that all clinical indicator data is collected appropriately by nursing staff utilizing MDS-RAI on Point Click Care, and ensures this data is sent electronically as appropriate to the Canadian Institute of Health Information (CIHI).
- Ensures that all staff and contractors meet or exceed the level of ethical and professional standards as required by their respective professional organizations, and VCCS policies.
- Collaborates with all external agencies as appropriate (e.g. Island Health, Licensing, WorkSafe, Accreditation), reports directly to the Victoria Chinatown Care Society (VCCS) Board on a monthly basis.
- Acts as a liaison to the VCCS Board for the Centre Staff, residents and families.
- Works within Budgets established by the VCCS Board, according to Board Policy
- Shares 'on call coverage' with the Manager of Care Services and/ or Registered Nursing staff and performs all other duties as required, including covering shifts , and all other relevant duties.

### **QUALIFICATIONS**

- Graduation from a recognized Nursing Program – Masters of Nursing preferred; minimum of the Bachelor of Science Nursing Degree or an acceptable combination of education, training and experience.
- Current practicing registration with British Columbia College of Nurses and Midwives (BCCNM).
- Recent related experience or combination of experience and education in a management role in a care facility
- Current knowledge in gerontology with a Canadian Nurses Association (CNA) Gerontology Nursing Certification preferred.
- Experience with Accreditation Canada principles, and ability to lead organizations in the accreditation cycle is an asset.

### **SKILLS**

- Ability to provide professional mentoring, leadership and evaluation of all staff employed at the facility.
- Demonstrated leadership, interpersonal, and communication skills including effective conflict resolution capabilities.
- Ability to lead in the development, implementation, evaluation, and revision of care related goals, objectives, and outcomes.
- Ability to troubleshoot infrastructure, equipment and technology related to the Care Centre and resident care



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- Ability to plan, organize, coordinate and prioritize workload effectively.
- Physical ability to perform the duties of the position including direct care nursing duties if and when required.

This position is full-time position excluded management position. Flexibility may be required for some work during evenings, nights and weekends. Compensation and benefits commensurate with experience and education.

To apply, please provide a current C.V. and cover letter.

Applications can be submitted by e-mail to:

**VCCS, President**

**Victoria Chinatown Care Society**

[president@vccsociety.ca](mailto:president@vccsociety.ca)

*\*All applicants should receive a confirmation e-mail to confirm receipt of applications*

**Closing Date: Open until filled.**

References will be required after interview.