



Victoria Chinatown Care Society
域多利華埠療養院董事局

555 Herald St. Victoria, BC V8W 1S5
Phone: (250) 381-4322 Fax: (250) 920-0318
www.victoriachinatowncare.ca



DIRECTOR OF CARE
Temporary Full Time Position (maternity leave)
November 2020 to March 2022

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).

In accordance with the Vision, Values and the Strategic Direction of Victoria Chinatown Care Centre, resident care and staff safety are priorities and responsibilities that are shared by everyone. As such, the requirement to continuously improve quality of care and safety is inherent in all aspects of this position.

JOB DESCRIPTION

- The Director of Care is responsible for the day-to-day operations of the resident care Facility within a dynamic organization that delivers 24/7 care nursing for 31 complex care residents, an adult day program and community bathing service.
- Working with the VCCS Administrator, provide leadership to the multi-disciplinary team, coordinates and facilitates daily activities ensuring effective use of resources.
- Acts as the communication liaison between members of the multi-disciplinary team, as well as other health care professionals and administrative personnel outside the Facility.
- Acts as Facility Manager on the Community Care and Assisted Living Act License.
- Complies with regulatory statutes, licensing regulations, accreditation standards, and legislation related to long term care.
- Supervises 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).
- Takes a long-range view of operations and resident service delivery and follows through on issues that impact on the overall quality of resident care provided.
- Develops policies and procedures/standards for operations at the Facility level.
- Contributes to the monitoring and development of the operating plan.



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- Provides leadership within the Facility for quality and risk management activities.
- Ensures that all clinical indicator data is collected appropriately by nursing staff utilizing MDS-RAI on Point Click Care, and that this data is sent electronically as appropriate to the Canadian Institute of Health Information (CIHI).
- Sets a standard for all staff by meeting or exceeding to the level of professionalism as required by members of one's professional institute.
- Collaborates with all external networks as appropriate (e.g. Island Health, Licensing, Accreditation), reports directly to the Victoria Chinatown Care Society (VCCS) Board on a monthly basis and is an ambassador for the centre, residents and families.

QUALIFICATIONS

- Graduation from a recognized Nursing Program - 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 Nursing Professionals (BCCNP).
- Previous experience in a managerial role in a care facility (e.g. Director of Care, Assistant Director of Care) is an asset.
- Current knowledge in Gerontology. 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.
- Proficiency in operating equipment related to the care centre, as well as various computer applications such as Outlook, Microsoft Word, and Point Click Care.
- Ability to organize, coordinate and prioritize workload effectively.
- Physical ability to perform the duties of the position including direct care nursing duties if and when required.



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This position is an excluded, temporary full-time position to cover a maternity leave until March 2022. There is potential for this to be extended upon mutual agreement. Flexibility may be required for some work during evenings, nights and weekends. Compensation includes a comprehensive benefit package.

To apply, please provide a current resume and cover letter outlining why you are the right candidate for this position.

Applications can be submitted by e-mail to:

DOC Hiring Committee

Victoria Chinatown Care Society

srobbins@vccsociety.ca

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

Closing Date: Friday, October 16, 2020

References may be required after interview.