



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



Manager of Care Part 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.

JOB DESCRIPTION

The Manager of Care works closely with the Care Centre Director to undertake the following:

- Collaborates with the management team in defining goals, implementing and evaluating organization goals.
- Contributes to the development of policies and procedures obtained from feedback from the community in addition to changes in practice; maintaining best evidence based practice
- Recruits and hires qualified staff
- Arranges, supervises, and evaluates orientation process for new staff
- Provides direction and support to staff in their daily physical, psychological and social care of residents. Through resident assessment, review of resident records, and consistent communication with family and staff, makes informed decisions regarding referrals to appropriate consultants ensuring the highest quality of life for each resident.
- Implements education programs for staff, residents and families. Conducts follow-up evaluation of programs to ensure care has been improved or otherwise positively impacted. Provides one on one technique review, return demonstration, in-services, and organizes professional development plan with staff
- Applies corporate management policies, interprets collective agreements and responds to grievances as required
- Evaluates staff performance and makes recommendations for improvement as necessary
- Schedules and delegates duties to care staff within staffing guidelines and the organization’s budget
- Supervises and evaluates the efficient use of facility supplies, equipment and manpower within the organization’s budget
- Mentors staff in the provision of nursing care as it relates to the completion of assessments within identified time frames, including the development and updating of care plans, to ensure the strengths and needs of the residents are identified in the provision of resident centered care



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- Disciplines and terminates staff in adherence to prevailing facility policies and procedures, in collaboration with the management team
- Coordinates the admission and discharge of residents with all stakeholders
- Coordinates resident care with families, other departments, other care services and agencies. Liaises with physicians, community agency representatives, families, visitors and volunteers
- Monitors adherence to all applicable legislations and regulations.
- Ensures staff are aware of the organization's policies and procedures, and ensures communication to staff when policies and procedures are changed and added.
- Ensures paper and electronic documents are maintained as per established standards, regulations, policies and procedures, ensuring confidentiality is maintained as per policies.
- Completes necessary reports and documents for Island Health and for the Accreditation process, as directed by the Care Centre Director
- Encourages and adheres to a holistic philosophy of wellness, recognizing that each individual is capable of, to varying degrees, making decisions about his/ her life and is a partner in the decision.
- Operates as Care Centre Director in the absence of the Care Centre Director
- Performs all other duties as required, including on call nursing duties and staff coverage

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.



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- Ability to troubleshoot infrastructure, equipment and technology related to the Care Centre and resident care
- 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 a part-time 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

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

Closing Date: Open until filled.

References will be required after interview.