

Manager of Site Operations

Robert L. Knowles Veterans Unit is a 13 bed not for profit nursing home located in Bathurst, New Brunswick. We are currently accepting applications for a Manager of Site Operations

REPORTS TO: Chief Executive Officer – Nursing Homes

DEPARTMENT: Administration

LOCATION: Bathurst, NB

HOURS OF WORK: 75 Hours Bi-Weekly.

QUALIFICATIONS:

- A Bachelor's Degree in a health-related discipline from an accredited university program
- 3-5 years of work related experience, three of which have been in the healthcare field.
- Experience working in and leading a diverse team within a Nursing Home setting is considered an asset.
- Knowledge and skills in Microsoft Office, scheduling and payroll software would be considered an asset.
- Candidates with related work experience and education will be considered.
- Strong management, leadership, communication and team building skills are required.
- Bilingualism (English/French) is considered a strong asset for this position.

PRIMARY DUTIES/RESPONSIBILITIES:

- Ensures compliance with New Brunswick Nursing Acts and Regulations to meet Nursing Home Inspection Standards.
- Ensures implementation of Departmental Policy and Procedures.
- Reviews/updates internal policies as necessary under guidance of CEO – Nursing Homes
- Leads admissions process with team members at RLK.
- Works in collaboration with management and staff of Villa Chaleur Inc. senior's housing.
- Under the direction of the Director of Care – Kenneth E. Spencer Memorial Nursing Home, manages processes to integrate clinical practice guidelines and evidence-based care and service into clinical practice.
- Observes measures, collects, interprets and records information and/or treatment regarding the resident care.
- Provides an optimum level of care and service to the residents and staff within a safe and home like environment.
- Ensures nursing staff develops and coordinates the implementation of resident care plans and all assigned work.
- Coordinates physician visits with registered nursing staff to discuss resident needs and review resident care, medication etc.
- Administers and supervises interventions within established scopes of practice.

- Ensures the provision of care that fosters resident independence, safety, dignity, and comfort.
- Provides leadership, guidance, and assistance to the staff in completion of daily assignments.
- Manage staff working on the unit including Registered Nurses, Nursing staff, Activity Coordinator, Rehabilitation services and Dietitian.
- Assists in the coordination and integration of activities to ensure optimum utilization of available resources.
- Interprets the collective agreements and all organizational human resource policies while accessing support from the Human Resources Manager.
- Assists in establishing and implementing personnel policies, including the selection, orientation, performance appraisals, scheduling, payroll, attendance management, and disability management of personnel.
- Develops and participates in the education for all Nursing staff, families, volunteers and residents.
- Communicates with Chief Executive Officer – Nursing Homes and Director of Finance & Accounting to ensure costs are in line with established budget.

Salary and Benefits

We offer a competitive compensation, benefits and pension package which is based on experience and education.