

Administrator - Hillsview Acres Home for Special Care

Hillsview Acres Home for Special Care is a Residential Care Facility owned and operated by the Region of Queens Municipality, licensed and funded by the Department of Health and Wellness. Providing Level I Care, Hillsview Acres is in a beautiful country setting, halfway between Liverpool and Caledonia on Highway 8. Providing 24-hour supervision and care to 29 residents at capacity, Hillsview Acres is a nurturing and compassionate environment of trust and respect. We are seeking an individual who shares this vision to fill the Administrator role.

Responsibilities

Focusing on the care, safety, comfort and well-being of residents and staff, the Administrator is accountable for all operational and budgetary decisions and licensing requirements.

The following is a general outline of the duties and responsibilities of the Administrator Position. The listing is not intended to be all-inclusive or to limit the Administrator's initiative to expand their function beyond this scope nor is it intended to limit the Supervisor's right to assign other duties.

- Provide safe, competent, ethical care demonstrating a resident-focused philosophy of care.
- Support, protect and safeguard the resident's rights and interests.
- Perform the responsibilities of the position within the legislative and regulatory standards set out in the applicable Provincial Long-Term Care Requirements.
- Delegate work to Hillsview Acres staff through the direction of the Resident Care Supervisor.
- Responsible to establish policy directives, procedures, guidelines, protocols, or levels of expenditures commitments.
- Oversee the care, safety, comfort, and general physical and emotional well-being of all residents of the Home and act to ensure that the state of well-being is maintained.
- Perform an important role in the quality assurance process by performing inspections of all the services provided, and ensuring compliance with all applicable statutory, regulatory or industry standards and codes.
- Responsible to ensure appropriate compliance and due diligence regarding all the facility's legal requirements and obligations.

- Ensure that the practices, activities, equipment, and physical part of the facility meet the requirements of all Government Regulations as set out in the Homes for Special Care Act, and other Government Acts and Regulations as they may apply to the Home.
- Responsible for providing leadership in community relations, industry collaboration, inter-facility communication and all aspects of our relations with residents, families and the Department of Health and Wellness.
- Act as the liaison with Medical Providers, Pharmacists, Private Agencies, Resident Families, and prospective Residents.
- Responsible to participate in the negotiation of new collective agreements affecting the facility.
- Evaluates the job performance of Hillsview Acres Management staff on an annual basis, and more frequently if required.
- Assist Department Heads in the selection, appraisals, and discipline (including dismissal) of all Employees.
- Provides leadership by reporting all pertinent information, and by ensuring adequate communication with the Chief Administrative Officer of the Region of Queens Municipality and the Department of Health and Wellness informing of any unusual incidents or situations which may have legal or political implications.
- Responsible to coordinate inter-facility and intra-facility relationships as may be required to establish and maintain appropriate lines of communication and opportunities for an exchange of ideas, strategies or best practices.
- Fosters good working conditions and relations between staff and management, maintaining an open-door policy for all staff and their concerns.
- Ensure medical, nursing supplies, food, clothing, cleaning supplies, linens and other supplies and equipment are acquired as necessary to maintain the highest possible standard of care for the Residents within the Home
- Manage, distribute, and record resident comfort monies.
- Assist in preparing claims for Canada Employment Centre and/or Workers Compensation Board.
- Ensure financial reconciliation through the Long-Term Care online portal.
- Ensure residents are receiving the appropriate OAS/Supplement income and Pharmacare coverage.
- Department of Health and Wellness monthly billing.
- Complete the annual Department of Health licensing document.
- Ensure quality and risk control, protection of residents from abuse and infection control.

- Develop and revise All Hazards, Labour Disruption Contingency, Business Continuity, Staff Call Back, and Fire Safety plans.
- Ensure compliance with the Protection of Persons in Care Act.

Qualifications

The ideal applicant should have achieved the successful completion of an academic university program or a combination of education and previous management in Long-Term Care. In addition:

- Must be able to demonstrate sufficient leadership, administrative and service delivery skills. Good management skills are prerequisites for this position.
- Possess adequate physical abilities consistent with the requirements of the position, must demonstrate a sense of initiative and good organizational and interpersonal skills.
- Must be able to work without supervision and make important decisions with or without collaboration.
- Must be able to demonstrate the ability to effectively implement short and long-term planning goals.
- Basic knowledge and abilities are consistent with industry standards.

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With a strong focus on work-life balance, Region of Queens Municipality offers a competitive benefits package, Registered Pension Plan, diverse career opportunities, modern facilities, and an innovative, continuous improvement culture.

We thank all applicants for their interest; however, only those selected for an interview will be contacted. You may submit a detailed cover letter and resume to:

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