

<http://www.residencesallegro.com/en/careers/>

DIRECTOR OF CARE

Allegro is offering you the opportunity to help create a stimulating living environment for retirees.

Under the supervision of the General Manager, the Director of Care plans, organizes, orchestrates and monitors activities related to care and hygiene. He delivers nursing care and oversees the management of human, financial and technical resources.

More specifically:

- Prepares the annual budget, in conjunction with management administers the allocated budget, authorizes expenses and strives to optimize the performance of the resources allocated;
- Ensures that all standards related to personal hygiene and environment are applied;
- Analyzes and assesses overall nursing care and care delivered to residents with respect to their profile, supervises their application and ensures the quality of care;
- Analyzes complaints, proposes solutions and formulates recommendations to management;
- Provides, if needed, nursing care to residents;
- Watches and monitors symptoms and changes in the health state of the residents and prepares related reports;
- Supervises the coordination of activities with the various public-sector healthcare organizations, such as hospitals, community health clinics and government ministries;
- Plans and coordinates medical visits and assists in visits in order to be familiar with the status of the health of the residents concerned as well as the care to be provided;
- Prepares and presents the reports required by management for monitoring and control purposes;
- Mobilizes and manages his team, supervises the work of nurses, nursing assistants and personal support workers, oversees the allocation of tasks based on employees'

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respective qualifications, establishes schedules, conducts periodic performance appraisals and manages conflicts if required;

- Determines training and professional development needs of departmental staff.

Qualifications

The ideal candidate must have the following skills :

- Undergraduate degree or college diploma in nursing;
- Member of the Nursing Association or Order where the employee resides;
- Certificate in gerontology (an asset);
- 5 to 10 years of experience, including 2 to 3 in a management position;
- Knowledge of Microsoft Office tools.

Skills required

- Leadership and ability to mobilize employees;
- Organizational skills;
- Client-oriented approach;
- Keen listening and communication skills;
- Commitment to excellence and quality;
- Good sense of judgment and ability to implement solutions;
- Tolerance to stress;
- Bilingualism (according to region).

Physical Requirements

The position of Director of Care requires good physical resistance. Also, you have to be able to:

- Lift alone, maximum 50 lbs;
- Walk and some upstairs walking (frequently)
- Lift with assistance, maximum 160 lbs, as a minor job function;
- Push/pull contents that weigh a maximum of 160 lbs, as a minor activity
- Bend/stoop for short periods of time as a minor job function;
- Crouch/kneel for short periods of time as a minor job function;
- Carry and transport objects of various sizes, to a maximum of 25 lbs, as a minor job function.