



## **Director of Wellness**

### **Reports to: General Manager**

#### **Qualifications:**

- 1) Current Certificate of Competence as a Registered Practical Nurse with the College of Nurses
- 2) Certified in Cardiopulmonary Resuscitation, First Aid and Medication Administration.
- 3) Familiar with “Commitment to Residents” and “Code of Ethics” as set by Ontario Retirement Communities Association.
- 4) Willingness to keep up-to-date their knowledge of changing regulations, practices and procedures as required by the College of Nurses.
- 5) Willingness to keep up-to-date on various legislation and laws regarding retirement homes and employment standards.
- 6) Excellent communication and leadership skills.
- 7) Familiarity with Microsoft Word, Excel, online ordering and usual office equipment.
- 8) Minimum of three years’ experience within the Retirement or Long Term Care Community.
- 9) Reliable transportation is required in order to perform assessments and market the facility to our community partners that service seniors.

10) Clear Criminal Record Check / Vulnerable Persons Sector Screen (valid within 10 months)

**Duties:**

- 1) The Director of Wellness reports to and works closely with the General Manager as well as working closely with Attending Physicians and all internal departments to ensure quality of care.
- 2) Responsible for planning admissions and discharges of residents and maintenance of all residents' medical charts and records.
- 3) Implement and evaluate individual resident care plans, ensuring care plans are adhered to and reviewed no less than every three months.
- 4) Responsible for the administration of medications and treatments as ordered by resident's physician within his/her limitations.
- 5) Continually assess residents' conditions by recognizing signs and symptoms and, where necessary, initiates remedial health measures and maintain contact with residents' physicians and family members, particularly when there is a change in a resident's physical or mental condition.
- 6) Ensure the safekeeping of drug and narcotic keys and organizing and ensuring medications are reviewed every three months, including disposal of excess meds and sharps.
- 7) Ordering medications from Pharmacy as per Doctor's orders; receiving and storing same safely.
- 8) Monitoring of Unregulated Care Providers during medication passes.
- 9) Provide direction to and supervision of all Nursing and Resident Care Attendants, including monitoring staff performance and completion of performance reviews during probation period and annually thereafter.
- 10) Responsible for scheduling all nursing staff and ensuring sufficient staff has been scheduled to provide quality of care and all services offered.
- 11) Responsible for ensuring and arranging that all residents have an annual physical and assist residents to obtain the services of a physician when necessary.

- 12) Co-ordinates and reviews monthly weights and blood pressures of all residents.
- 13) Supervises residents' bathing and laundry schedules ensuring residents' personal hygiene is attended to in a timely and appropriate fashion.
- 14) Responsible for determining residents in need of Enhanced Care Packages, implementing and monitoring same.
- 15) Co-ordinates and participates in staff development, quality assurance, safety, environment, fire and safety and infection control programs.
- 16) Ensuring nursing documentation is complete as per College of Nurses' Nursing Documentation guidelines.
- 17) Ensuring policies and procedures are adhered to and reviewed no less than every three years.
- 18) Complete and follow up on incident reports where necessary.
- 19) Emergency medical care and response. Includes being available for after hours calls for emergency medical issues/incidents and deaths within the building.
- 20) Responsible for maintaining accurate records for extra care or amenities charges incurred by residents and submitting any such charges to Administration
- 21) Communicate effectively and courteously with staff, residents, residents' families, prospective residents, guests and visitors.
- 22) Provide prospective residents and other interested persons with information about the retirement residence and conduct tours to interested parties.
- 23) Knowledgeable of Residents' Rights under the Residential Tenancies Act.
- 24) Access, facilitate and orientate community agencies and/ or resources as needed.
- 25) Establish and/or maintain positive relationships with Discharge Planners / Flow Coordinators at area hospitals and actively network with the Community and Retirement Industry.
- 26) Assist with resident care and satisfaction as able and where necessary within the residence.