



Employer	Nisichawayasihk Cree Nation PERSONAL CARE HOME
Deadline:	Tuesday, March 21, 2023
Wage Range:	To be determined

Position:	DIRECTOR of OPERATIONS
Start Date:	ASAP
Ref #:	NCN 2023-02-28-002

SUMMARY:

Nisichawayasihk Personal Care Home is seeking an exceptionally talented and motivated professional to join our team as Director of Operations.

To be successful at NCN PCH, you must have an agile intellect, a practical mindset, the ability to take initiative and the aptitude to exceed expectations. Reporting to the Board of Directors, the Director of Operations is responsible for the overall operation of NCN PCH, by efficiently using all resources to provide quality health care and services based on the policies, procedure and standards within the appropriate government legislation.

RESPONSIBILITIES:

The Director of Operations has the responsibility and authority to:

1. Manage the facility in such a manner as to meet the organizational goals (clinical, engagement, financial) by establishing goals and integrating actions as they see fit.
2. Acquire, organize, direct and develop team members for the effective, efficient provision of health care and services to the residents by modeling behavior in line with Extencicare expectations and values.
3. Organize and coordinate the provision of medical services for residents of the facility within collective agreements and People and Culture policies and practices.
4. Ensure the proper maintenance of the facility and equipment by adhering to policy and manufacturers operational guidelines and preventative maintenance program.
5. Be actively engaged in the budget process, analyze revenue and expenses with supporting analysis, provide guidance on the financial operation of the home to the leadership team and provide feedback as required on funding.
6. Support employee engagement activities within the home through recruitment and retention, mentoring, inspires those to act through leadership, and interpretation the various collective agreements.
7. Act as spokesperson when required by legislation at regional events/meetings and work with Communications for support in media requests.
8. Develop and maintain positive relationships with residents, families, visitors, volunteers and the community at large in which the facility is located.
9. Establish and maintain rapport with appropriate jurisdictional stakeholders by attending meetings, working on committees and fostering a collaborative working relationship.
10. Actively communicates between various teams within the Community and those working and living within the home by disseminating information and ensuring the right person is contacted to provide a satisfactory outcome
11. Actively supervises direct reports and those within the workplace to meet or exceed Occupational Health and Safety practices in order to positively impact in our employ.
12. Ensures that systems are in place that identify complex problems, analyze trends and data, builds sustainable/satisfactory solutions and reports on process improvement
13. Actively participate within the provincial association (long term care or health care related) by attending meetings and conferences, supporting advocacy efforts, and other sectors of the local health care community.
14. Actively participate within regional or divisional meetings and programs, not limited to becoming a member of committees and working groups.
15. Share information on regional/provincial decisions, trends in health care and within government.
16. Adheres to "Standards of Employee Conduct," "Bill of Rights", "Standards of Business Conduct" and any other relevant policy. Also adheres to all NCN PCH.
17. Perform Nurse and other duties when required.

QUALIFICATIONS:

- Post-Secondary education in Health Care, Business, Social Services or Long-Term Care Administrator Certificate
- Active registration with a Provincial Nursing Licensed Body (CRNM, CRPNM)
- Minimum 5 years relevant experience in Long-Term Care in Leadership role
- Demonstrated proven leadership skills
- Strong Interpersonal and Communication Skills
- Understanding of Change Management, organizational development with proven success
- Solid understanding of Quality Improvement and Assurance programs
- Customer focused attitude with emphasis on building and maintaining relationships with residents, their families, team members and the community
- Ability to generate sound, creative solutions and new approaches to daily challenges and which maximize the short and long term goals of the facility
- Knowledge and understanding of financial reports, budgeting, cost analysis and accounting practices
- Understanding of basic accounting principles and applicable legislation
- Valid class 5 driver's license

***Only qualified applicants will be contacted**

Please forward your cover letter, resume and Criminal Records Check to:
Nora Thomas, Human Resource Administrator, Nisichawayasihk Cree Nation
Phone (204) 484-2604 Cell (204)307-1178 Fax (204)484-2588
Email: norathomas@ncncree.com

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