JOB DESCRIPTION

| **TITLE** | ASSISTANT DIRECTOR OF CARE | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Assistant Director of Care supports the Director of Care in overseeing nursing services within the facility. This role ensures high-quality resident care, compliance with regulations, and efficient team management.

The ideal candidate is a skilled leader with strong clinical knowledge and excellent organizational abilities. They assist in staff development, policy implementation, and continuous improvement of resident care services.

**Duties and Responsibilities**

Overall responsibilities include but are not limited to:

**Resident Care & Compliance:**

* Ensure delivery of high-quality nursing care in compliance with regulations.
* Monitor resident care plans and collaborate with healthcare professionals.
* Participate in resident assessments and care conferences.

**Staff Management & Training:**

* Assist in hiring, training, and evaluating nursing staff.
* Provide guidance, mentorship, and performance feedback to team members.
* Coordinate staff schedules to ensure adequate coverage.

**Operational Support:**

* Assist in policy development and ensure adherence to best practices.
* Monitor infection control protocols and workplace safety procedures.
* Support audits, inspections, and quality improvement initiatives.

**Communication & Leadership:**

* Serve as a point of contact for families regarding resident care concerns.
* Collaborate with other departments to maintain smooth facility operations.
* Step in for the Director of Care as needed.

Additional related duties as required.

**Qualifications**

* Registered Nurse (RN) or Registered Practical Nurse (RPN) with an active license.
* Minimum X years of experience in long-term care or a similar setting.
* Strong knowledge of healthcare regulations and best practices.
* Experience in staff supervision and team leadership.
* Proficiency in electronic health records and care documentation.

**Core Competencies**

* Strong leadership and team-building skills.
* Excellent problem-solving and decision-making abilities.
* Compassionate and resident-focused approach.
* Ability to multitask in a fast-paced environment.
* Effective communication and conflict-resolution skills.

**Working Conditions**

* Working hours are generally from [insert time] to [insert time] Mondays to Fridays with occasional weekends.
* Requires working in a nursing home setting.
* May involve evening, weekend, or on-call shifts as needed.
* Exposure to medical equipment, bodily fluids, and infection risks.
* Some physical demands, including standing for long periods and assisting residents.
* Personal protective equipment must be worn.