



S.U.C.C.E.S.S.
Multi-Level Care Society
中僑護理服務協會

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| <input type="checkbox"/> S.U.C.C.E.S.S. Simon K. Y. Lee Seniors Care Home | 中僑李國賢護理安老院 |
| <input type="checkbox"/> S.U.C.C.E.S.S. Harmony House (Assisted Living) | 中僑樂群苑 (支援生活房屋) |
| <input type="checkbox"/> S.U.C.C.E.S.S. Austin Harris Residence,
On Tak Cheung Building (Assisted Living) | 中僑張安德樂福苑 (支援生活房屋) |
| <input type="checkbox"/> S.U.C.C.E.S.S. Chieng's Adult Day Centre | 中僑錢梁秀容成人日間中心 |
| <input type="checkbox"/> S.U.C.C.E.S.S. Jackson Lam Adult Day Centre | 中僑林植生成人日間中心 |

Assistant Manager, Adult Day Program (Job Code: AMADP19-01)

Status: Full Time
Work Location: Richmond, British Columbia, Canada

About the SUCCESS Multi-Level Care Society

To care for the seniors like our own by providing a continuum of excellent, culturally appropriate services for them. In 1995, the S.U.C.C.E.S.S. Multi-Level Care Society was incorporated with the purpose of establishing linguistically and culturally appropriate care for those seniors in our community. It has now developed into a provider of quality residential care and health services.

JOB SUMMARY

Under the direction and supervision of the Manager, Community Services (MCS), the Assistant Manager, ADP is responsible for the overall coordination and management of Adult Day Program. Supports the organization's philosophy, vision and mission, and works collaboratively with the interdisciplinary team using a problem solving approach to meet the needs of the clients and families. Promotes and participates in health initiatives organized by and through the Health Services, in collaboration with other services within the organization or community agencies.

JOB DUTIES AND RESPONSIBILITIES

Program Management

- Responsible and accountable for the establishment and maintenance of services at the ADP
- Assesses ADP clients for the need of appropriate services.
- Supervises the provision of services to the ADP clients.
- Monitors standards of care, and acts as a resource person to staff using a problem solving approach according to policies, standards and guidelines
- Prepares and monitor accurate client records and reports for service requirements and quality improvement
- Maximizes the output of the quality and quantity of the work by providing consultation and supervision to designated staff

- Assist MCS to reviews & revises of policies and procedures in ensuring the delivery of quality programs.
- Provides input to quality improvement activities and projects through participation on committees and projects and by evaluating work processes to ensure customer-driven care services are provided
- Maintains a safe environment for client, family, volunteer and staff
- Maintains good communication and relationships with funders, public, clients, team members and other health care organizations
- Coordinates and participates in meeting with various stakeholders to enhance the quality of services. Supports ethical decision making and Person & Family Centred Care Philosophy
- Responds to client's feedback/complaint and communicates concerns to the respective stakeholders. Ensures effective and efficient information flow
- Assists the MCS to oversee that Assisted Living Program when the MCS is away from the AL facility

Staff Management and Learning Development

- Coordinates the availability of adequate staff and the efficient and effective use of human and material resources
- Works with Human Resources Department and MCS to recruit staff by conducting interviews and making hiring decisions
- Conducts employee performance review and completes appraisal
- Assist the MCS to investigate work and staff issue and where necessary initiates disciplinary action
- Participates in the management of grievance and labor relations matter
- Maintains knowledge of current development in clinical and management practices
- Facilitates student experience by conferring with instructor about student assignment, assisting and advising student.
- Supports advanced clinical practice by identifying research need, and facilitating and participating in research
- Performs other related duties as required.

REQUIREMENTS:

- A Baccalaureate Degree / Diploma in nursing program
- Current practicing membership with the British Columbia College of Nursing Professionals (BCCNP)

- Three (3) years recent, related clinical experience, including one (1) year's leadership experience, or an equivalent combination of education, training and direct experience.
- Strong planning & organizational, problem solving & decision making and time management skills
- Strong communication, both verbally and in writing, and inter-personal skills. Ability to speak and write Chinese an asset

BENEFITS:

- Vacation
- Pay Education Leave
- Extended Health Care
- Dental Plan
- Municipal Pension Plan
- Long Term Disability Insurance Plan
- Group Life Insurance
- Medical Service Plan

Email applications must include "AMADP19-01" in the subject line and submit Resume to: mlcjobs@success.bc.ca

Thank you for your interest in joining the SUCCESS Multi-Level Care team. No phone calls please. Only short-listed candidates will be contacted.