



## Clinical Manager

This is an excellent opportunity to support a locally based team in large, non-profit organization located in Vancouver. **GREATER VANCOUVER COMMUNITY SERVICES SOCIETY** is a multi-service non-profit organization supporting the independence and well-being of the elderly, people with disabilities, and others who require support to retain or regain health and autonomy. Since 1972 the dedicated team at GVCSS has provided compassionate, effective and client-focused care that helps people retain their independence and remain living safely at home. The Clinical Manager is a Full Time Position excluded from the union and plays an integral role in the Home Support program by directing and managing the overall operation of the Nursing Resource function in keeping with the Agency's goals.

### **Key Responsibilities:**

The Clinical Manager responsible for directing and managing the overall operation of the Nursing Resource function in keeping with the Agency's goals, policies and standards, as well as service contract and performance requirements.

1. Provides leadership and Clinical support to the nursing team to delivery high quality service to the clients. Responsible for the selection, work assignment, training, and evaluation of LPN's and RN's.
2. Monitor the workflow, assigns and adjusts the work assignments, maintains the staffing schedule, monitors and authorizes the staff hours, including overtime, vacations and leave requests within Organizational policy and Collective Agreement. Also, responsible to submit the payroll documentation to the Finance Department for the Nursing Resource Team.
3. Oversees all aspects of care delivery and ensures high standards of care to the clients while ensuring a safe environment for staff and clients.
4. Provides the clinical support and supervision to the Supported Housing programs in collaboration with the Director of Community Living Department.
5. Reviews the Home Care order and Delegation of Task/Personal Assistance Guidelines to ensure the task is delegable or Assignable to the Community Health Workers. Ensure the Care Plan and Delegation of Task are entered correctly in the Client's electronic file.
6. Liaise with designated professional internally and externally who are involved in the client care, as required.
7. Ensure the Clients and Community Health Workers are following the established clinical policies and procedures. Conduct visits to Clients and Workers as required.
8. Develops, implements and evaluates education material based on current theory, research, and standards of practice.
9. Identifies ongoing training needs and ensures staff are up to date with the clinical skills and current practices. Coordinate in service programs, trainings and workshops support for the learning needs of staff.
10. Schedule and facilitate regular/Monthly team meetings with nursing staff.
11. Maintains and compiles statistics, records and reports as they pertain to the clinical staff.

12. Participates in the quality improvement and risk management of activities/incidents related to safety. Manages serious and complex WorkSafe claims by investigating accidents, determining corrective actions, and developing safe return to work plans for worker.
13. Plans, coordinates and runs the monthly Occupational Health and Safety meetings as the management representative for Home Care Services. Ensures the distribution of minutes after the meeting and ensures follow up action is taken as required. Liaises with WorkSafe BC regarding OH&S issues, policies, and procedures.
13. Attends regular meetings and provides input into the overall direction and strategic plans for the Association.
14. Participates in ongoing continuing education to maintain registration with BCCNM.
15. Provides administrative support in the absence of the Home Care Manager.

### **Skills and Experience:**

- A university graduate with a degree in nursing or completion of a recognised nursing program. Current registration with C.R.N.B.C.
- A minimum of five (5) years recent related experience working as a registered nurse or an equivalent combination of education, training and experience.
- Current knowledge of geriatrics, home care and community health standards and practice norms.
- Demonstrated leadership ability, including strong organizational, interpersonal, and coordination skills.
- Experience and ability in teaching one-on-one, as well as conducting training sessions for groups in the format of seminars and workshops. Ability to evaluate level of competence of Community Health Workers in performance of learned skills and techniques.
- Demonstrated ability to communicate effectively verbally and in writing. Strong collaborative skills in working with clients, staff and other health professionals.
- Physical and mental ability to perform required work.
- Must possess a valid B.C. driver's licence.

GVCSS offers rewarding and challenging careers coupled with a generous benefits package which includes membership in the Municipal Pension Plan. If this challenging opportunity interests you, please submit your resume and cover letter by **May 12<sup>th</sup>, 2023** online at <https://www.gvcss.bc.ca/jobapp.htm>. For more information about our organization, please refer to our website: [www.gvcss.bc.ca](http://www.gvcss.bc.ca). GVCSS is an equal opportunity employer. We thank you in advance for your application but only qualified candidates will be contacted.