



**ASSISTANT DIRECTOR OF CARE & INFECTION  
PREVENTION AND CONTROL LEAD**

<b>DEPARTMENT:</b>	<b>LONG TERM CARE – HIGHLAND WOOD</b>
<b>REPORTS TO:</b>	<b>DIRECTOR OF CARE</b>
<b>STATUS:</b>	<b>PERMANENT FULL TIME (0.8 FTE)</b>
<b>SHIFT:</b>	<b>DAYS (EVENINGS/NIGHTS/WEEKENDS AS REQUIRED)</b>
<b>COMPENSATION:</b>	<b>COMMENSURATE WITH EXPERIENCE</b>
<b>UNION:</b>	<b>NON-UNION</b>
<b>AVAILABLE TO:</b>	<b>INTERNAL &amp; EXTERNAL CANDIDATES</b>
<b>DATE POSTED:</b>	<b>MARCH 6, 2024</b>

**POSITION DESCRIPTION:**

The Assistant Director of Care and Infection Control Lead (ADOC/IPAC Lead) reports directly to the Administrator/ Director of Care and is responsible for providing program management and leadership to the infection prevention and control (IPAC) program (practices and protocols) for Highland Wood to ensure regulatory compliance and implementation of clinical and non-clinical care standards and best practices in accordance with the Fixing Long-Term Care Act, 2021 and ON Regulation 246/22.a. This position also provides both clinical and administrative support to the team and is responsible for coordinating risk management and quality improvement activities by fostering a culture of continuous quality improvement with a focus and emphasis on residents, and safety. The incumbent provides leadership and support for quality and risk-related initiative within HHHS. The ADOC/IPAC Lead will advise on educational content to be provided to staff at orientation and through ongoing training with a primary focus on clinical practice. The ADOC/IPAC Lead is accountable for assisting with the management of quality nursing care and services within the home. They will work with the multidisciplinary team supporting and mentoring all departments.

**QUALIFICATIONS:**

- Diploma or BScN degree from an accredited college or university program and Current registration with the College of Nurses of Ontario
- Minimum 5 years of active Nursing Experience, with a minimum of 2 years’ experience in the long-term care sector.
- Completion of IPAC Canada endorsed course and Certification in Infection Prevention and Control through IPAC Canada required within three (3) years of hire
- A minimum of 1 years’ experience involved in infection prevention education or project work
- Experience performing activities that are client centered, while incorporating Quality Improvement Principles
- Knowledge of and demonstrated ability in analysis, measurement and evaluative methods, facilitation and presentation skills
- Demonstrated experience with best practice guidelines
- Demonstrated experience with the promotion and implementation of clinical best practices
- Demonstrated experience with health promotion and health education/teaching activities
- Knowledge of the legislation, guidelines and regulations as they relate to the position and responsibilities of the Long Term Care Sector.
- Knowledge of, and demonstrated ability in corporate core competencies including customer service, communication, team work, initiative/self-management, accountability, flexibility and adaptability.
- Ability to deal cooperatively and effectively with all levels of staff, unions/employee/client groups and ability to foster cooperative/collaborative working relationships.
- Ability to travel to off-site locations in a timely and efficient manner, as required.
- Proof of annual CPR recertification.
- We are seeking a passionate and professional leader to join our exceptional team at Highland Wood. Resident-centered care knowledge, experience in leading quality improvement initiatives and the proven pursuit of excellence are required in this role to further enhance the lives for our residents.

**SUBMIT APPLICATION AND RESUME TO:**

**Human Resources  
Haliburton Highlands Health Services  
Box 115, Haliburton, ON K0M 1S0  
E-mail: [hr@hhhs.ca](mailto:hr@hhhs.ca)  
Fax: 705-457-4609**

**PLEASE QUOTE JOB NUMBER:**

**2024-22**

**DEADLINE:**

**March 14, 2024 @ 1600 Hours**

Haliburton Highlands Health Services thanks all applicants, however, only those selected for an interview will be contacted. If you are contacted by HHHS regarding a job opportunity or testing, please advise if you require accommodation. Information received relating to accommodation needs of applicants will be addressed confidentially.