



## NOTICE OF JOB OPPORTUNITY

Saint Vincent's Nursing Home is a dynamic accredited 148-bed long-term care facility in Halifax. Our employees pride themselves on providing Resident and Family Centred Care in a warm, compassionate, and safe environment. Through various shared service agreements, we collaborate with other nursing homes who share similar vision, mission and values to build capacity and maximize resources.

We are seeking a full-time **Quality and Risk Coordinator** to join our team of professional, qualified leaders.

### Purpose

Accountable to the Risk and Compliance Manager, the **Quality and Risk Coordinator** supports the quality, risk and safety programs across several homes by managing data, contributing to improvement and action plans and working within a team to ensure compliance with industry standards and legislation. With a resident and family-centred focus on care and service, the coordinator builds relationships with residents and families, staff and volunteers, and health care professionals to meet the organizational objectives.

### Overview of Responsibilities

- Promotes and contributes towards a "Safety for All" culture.
- Tracks audits, manages data and indicators related to risk and safety.
- Generates required reports and provides information to support decision-making.
- Assists with development and management of policies to ensure policy changes (or reviews) are planned, implemented, and evaluated in consultation with others.
- Coordinates documentation demonstrating compliance with external and internal standards.
- Works with a team to create quality improvement and action plans with a focus on risk and safety management.
- Monitors outcomes and manages and updates documentation.

### Qualifications / Assets

- Commitment to resident and family-centred care.
- Healthcare professional able to be licensed in Nova Scotia.
- Post secondary education in quality and risk management preferred.
- Knowledge of the principles of quality, risk, and safety within healthcare.
- Experience with compiling, analysing, and presenting data.
- Understanding of compliance and legislative requirements within long-term care.
- Comfortable working in a long-term care setting.

### Skills

- Own transportation for weekly travel within HRM.
- Works well on a team and independently.

- Proficient in Microsoft Office Suite with the ability to adapt to new software and technology.
- Able to prioritize activities and time using strong organizational skills.
- Competent problem-solver, skilled in decision-making.
- Flexible and innovative .

We encourage candidates of all backgrounds and experiences to apply. Equivalencies will be considered; please indicate how you could achieve the outcomes of the position through a varied combination of education and experience.

### **Salary and Benefits**

Saint Vincent's offers a competitive compensation package including a medical and dental plan, pension through NSHEPP, group life, long term disability, free parking, flexible scheduling, and generous vacation and holiday allocation. Salary \$78,000-\$84,000 commensurate with experience.

Quoting competition number **QRC-001-CB** Interested applicants should apply in writing to [employment@svnh.ca](mailto:employment@svnh.ca) by September 12, 2022. We appreciate and thank all those who submit applications; but only those selected for an interview will be contacted.