



## NOTICE OF JOB OPPORTUNITY

### Quality and Risk Coordinator (Licensed Healthcare Professional)

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 that 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

This position is a shared role across Saint Vincent's Nursing Home, Oceanview Continuing Care Centre, and The Birches Nursing Home. Accountable to the Director of Quality & Risk, the incumbent works primarily within the nursing and resident care departments supporting and contributing to continuous quality improvement across the three organizations. In collaboration with team members, the coordinator ensures compliance with industry standards, legislation, and all internal and external quality programs. 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**

- Leadership skills.
- Excellent in communication both written and oral.
- Analytical thinking.
- Team player.
- Results driven.
- 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.
- Proficiency in the use of Surge Learning Systems is an asset.

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.

**SAINT VINCENT'S DIVERSITY STATEMENT:**

We encourage qualified candidates from Aboriginal persons, women, racially visible minorities/newcomers to Canada, persons with disabilities, and members of the 2SLGBTQ+ community to self-identify by writing in the cover letter attached to the resume. Saint Vincent's is committed to building, promoting, and embracing an inclusive and anti-racism environment to provide equal opportunity to all our residents, family, employees, vendors, volunteers, and future employees. Our core belief is that every voice matters and everyone can thrive regardless of race, age, gender, sexual orientation, faith and belief, or disability. We are doing our best to eliminate systemic barriers and reform societal bias. We strive to be an agent of change to achieve a welcoming culture where everyone feels safe, comfortable, respected, and valued. We take responsibility to implement fair treatment within our organization when it comes to our hiring process, employee retention, benefits and even extending our equality of service to our residents.

**HOW TO APPLY**

Quoting competition number **QRC-003-CB** interested applicants should apply in writing to [employment@svnh.ca](mailto:employment@svnh.ca). **This posting will remain open until a suitable candidate is found.** We appreciate and thank all those who submit applications, but only those selected for an interview will be contacted.

Please be aware that Saint Vincent's Nursing Home is a pet-friendly environment.