

NOTICE OF JOB OPPORTUNITY

POSITION: Coordinator Staff Development/RAI
STATUS: Permanent Full Time
DEPARTMENT: Resident Care
HOURS OF WORK: 40 hours/week
RESPONSIBLE TO: Director of Quality & Safety
POSTING DATE: January 15, 2025

WHO WE ARE

Saint Vincent's Nursing Home is a 146-bed not-for-profit home located in the heart of Halifax. We are a resident and family-centred community caring for one another by living our core values of caring, collaboration, accountability, respect, and safety. We work together to create quality of life and support each other by recognizing individual physical, social, emotional, cultural, and spiritual needs.

POSITION SUMMARY:

Reporting to the Director of Quality & Safety, the Coordinator of Staff Development/RAI builds partnerships to assess, plan, implement, and evaluate the learning needs of Saint Vincent's Nursing Home employees to ensure a competent workforce to support the provision of clinical care and service that are required to meet the needs of residents of Saint Vincent's Nursing Home.

QUALIFICATIONS/EXPERIENCE/EDUCATION:

1. Graduate of an accredited Nursing Program.
2. Eligible for registration with NSCN.
3. At least five (5) years' experience in a clinical setting.
4. Experience in adult education.
5. Previous experience in geriatric nursing an asset.
6. Previous experience with RAI-LTCF or other versions of the RAI an asset.
7. Strong interpersonal and communication skills.

RESPONSIBILITIES:

1. Plan, organize, deliver or coordinate delivery, and evaluate staff development initiatives as identified through Continuous Quality Improvement initiatives, RAI data and/or performance management/PPCA, utilizing principles of adult education.
2. Organize required education (e.g. Transportation of Dangerous Goods, CPR etc.)
3. Maintain attendance records of all educational programs.
4. Obtain and maintain educational resource material/programs required to support ongoing staff development.
5. Complete funding request forms for funded initiatives.
6. Quarterly submissions to Nursing Strategy for reimbursement of RN/LPN education and orientation.
7. Act as a clinical resource for staff requiring advice or opinion in relation to best practices for care and service.
8. Coordinate, implement and evaluate orientations programs for all new hires in partnership with HR, including the development and maintenance of a mentorship program.
9. Coordinate the clinical experience for student clinical placements at Saint Vincent's in partnership with educational institutions.

10. Develop and foster relationships with key external partners (e.g. NSCN, Long Term Care partners, etc.).
11. Orientates new staff to the RAI-LTCF.
12. Ensures RAI-LTCF assessments are completed on time by nursing staff.
13. Submits RAI-LTCF assessments to CIHI (Canadian Institute for Health Information) according to defined schedule.
14. Actively participates in committees and working groups to identify trends and implement best practice initiatives.
15. Development and review of policies.
16. Participates in the accreditation process.
17. Perform other duties as requested by the Director of Quality and Safety.

WHAT WE OFFER

1. Located centrally on the Halifax peninsula.
2. Free parking and on a bus route.
3. Competitive salary and benefits package.
4. Continuing education support.

As an organization that supports a diverse workplace, Saint Vincent's welcomes people from all ethnicities, genders, sexual orientations, age, religion, physical and mental abilities, family status, and political belief and affiliation.

Quoting competition number **CSD-001-CB** applicants should apply in writing to employment@svnh.ca. This competition will remain active until the position has been filled. We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.

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