



## Position Description

**Position Title:** Hospice Initiatives Leader: (Temporary) 1 year term

**Date Est:** November 2022

**Date Revised:** November 2022

**Reports To:** Executive Director

**Salary:** \$82,000 – 89,000 / year based on .80 FTE

### **Position Summary:**

The Hospice Initiatives Leader is responsible for developing the strategic initiatives as outlined in the 2022-25 strategic plan and supporting the Hospice Nurse Manager in the effective operation of the residential program in Hospice House (North Okanagan Hospice Society). The Hospice Initiatives Leader will strive for and promote excellence in the delivery of interdisciplinary hospice palliative care.

Confidentiality is of primary importance in all aspects of this role.

### **Major Responsibilities:**

#### **Leadership:**

- Develops strategic initiatives according to the strategic plan and project manages all new initiatives.
- Facilitates and directs the development, implementation, and evaluation of hospice strategic goals and objectives, standards and policies, ensuring consistency with the established standards and objectives of the service.
- Acts as a change agent within the service, fostering an environment of innovation and critical thinking
- Supports the Residential Hospice Leader to ensure effectiveness of care provided and seeks mechanisms to ensure that standards are met consistently.
- Participates and ensures the development and implementation of quality improvement and risk management initiatives for Hospice care services in accordance with NOHS, regulatory and contractual standards and processes.
- Analyzes current trends and data in Palliative End of life care related to the provision of accessible, comprehensive, efficient, and effective service/care.
- Participates, as part of leadership team, in coordinating the utilization of shared resources including services, equipment, and space with other departments and/or sites.
- Collaborates with interdisciplinary team members internally and externally in planning and provision of effective and efficient care within palliative end of life portfolio to support the achievement of operational and strategic objectives.
- Maintains a positive and productive work environment respecting the value of an interdisciplinary team approach to the provision of health services. Promotes the creation of a quality work environment.



- Shares information and participates on committees to develop and implement best practices throughout the organization. Represents organization on a variety of internal and external committees as required.
- Participates in Leadership Team On-Call roster and schedule.

#### **Human Resources:**

- Responsible for the recruitment, hiring and orientation of staff.
- Analyses current trends and data relating to the provision of accessible, comprehensive, efficient, and effective service/care. This includes sick time, overtime, casual utilization, WCB, turnover, staff mix, vacation utilization, and vacancies.
- Supports the administration of the collective agreement and may represent the employer in the grievance process, on various union/management committees, and during essential service situations where needed.
- Assists with the oversight and coordinates team in staffing, scheduling and vacation planning.
- Assists with the disciplining and terminating of unionized staff where necessary. Provides mentoring and coaching to staff, and prepares staff development, training and succession plans.

#### **Residential Care Coordination:**

- Supports Residential Hospice Leader in the day-to-day operations and quality client care.
- Identifies and ensures the completion of mandatory educational needs of staff. Collaborates with educational personnel regarding identified needs and plans the opportunities for professional development. Delivers identified training in collaboration with the Hospice Nurse Manager and Education and Resource Leader.
- As an integral member of the site management team, participates in decision-making - particularly in matters related to health and safety, resident care, financial, and human resources management.
- Ensures that there are effective communication systems in place for staff, clients and families.
- Oversee and ensure proper maintenance of the clinical components of the residential facility, medical equipment and furnishings.
- Supervise the purchase and installation of building infrastructure and non-clinical equipment.
- Ensure that contracted building services are handled by authorized and insured contractors.
- Reviews referrals and ensure timely admissions and discharges in coordination with care team, IH partners, and other relevant multidisciplinary team members, where needed.

#### **Safety and Compliance:**

- Ensures workplace safety.
- Participates in Joint Occupational Health and Safety Program - Leading Psychological Health and Safety.
- Responsible to ensure Licensing and Legislation requirements are met for buildings and non-clinical equipment are maintained to licensing standards.



- Ensure that a replacement schedule is maintained for building infrastructure (air conditioning systems and boilers for example) and non-clinical equipment (furniture and kitchen appliances for example).
- Leads and/or supports the Emergency response in conjunction with the ED as required

**Budget and Financial:**

- Provides input into budget, monitors the budget(s), identifies variances, and takes corrective action as required to maintain expenditures within the approved budget(s).
- Perform all other duties as required.

**Direct Reports:**

- Practicum Students

**Qualifications: Education, Training and Experience**

- Bachelor's Degree in Nursing and five years nursing experience in palliative, long term and / or community care within the last seven years
- Minimum three years of responsible leadership in management or supervisory positions in palliative care or clinical practice or acute care in a health care facility within the last seven years preferred.
- Or an equivalent combination of education, training and experience may be considered.
- Current registration with the BC College of Nursing and Midwives (BCCNM)
- Computer literacy in a Microsoft Windows environment including Excel required.
- Project management skills an asset.
- Knowledge of budgets and financial management required.
- Victoria Hospice training and/or CHPCA certification an asset

**Core Competencies:**

- Communication: Conveys and receives messages clearly
- Teamwork: Works cooperatively with others to achieve organizational goals
- Initiative: Plans ahead, is resourceful in taking action and generating viable solutions
- Client Service: Understands client needs and provides high standards of service
- Attitude: Conveys an open, flexible mindset with a focus on positive outcomes
- Self-Management: Understands and manages own behaviour and practices healthy self-care