



## Advice of Vacant Position

<b>Date:</b>	July 23, 2025
<b>Position title:</b>	Clinical Care Manager - Residence
<b>Annual Salary:</b>	\$ 101,985
<b>Status:</b>	Regular Full Time - 37.5 hours per week
<b>Closing date:</b>	Position remains open until filled. Please send your resume and cover letter to <a href="mailto:humanresources@drpeter.org">humanresources@drpeter.org</a>

The Dr. Peter Centre provides compassionate HIV care for people living with significant health issues including mental illness, trauma, substance use, unstable housing and poverty.

Through its day health, 24-hour care residence and enhanced supportive housing programs, the Dr. Peter Centre provides healthy meals, counselling, therapies, nursing, and a safe place for peer socialization and support. This integrated model of care successfully engages individuals in their health care, improving adherence to HIV treatment and overall health.

We are currently looking for a Clinical Care Manager to join our Residence team on a full-time basis.

### Position Summary:

The Clinical Care Manager provides operational leadership and clinical supervision, guidance, and support to the nursing team of RNs, LPNs, and Care Aides providing care to adult residents. The facility provides care to adults with HIV and serious co-morbidities that require 24 hour nursing care to a mix of residents who require long stay for complex care management or short stay for medical stabilization. The Clinical Care Manager plays a key role in supporting and participating in evaluation, policy creation and implementation, quality of care improvement, and risk management activities.



## Key Responsibilities

The key responsibilities of the Clinical Care Manager are:

- Leads and coordinates resident care by ensuring the nursing care team follows through on specific care plans and processes. This includes collaborative review of individual care plans with all residential care team to ensure optimal progression from admission to discharge. As well as rounding each morning on high priority residents and follow up needed from consults and visits.
- Supervises and coordinates the work of the nursing care team on a day-to-day basis.
- Coordinates monthly lab work with NP and SPH lab.
- Reviews priority access applications in collaboration with care team to determine if applicant is appropriate for admission at this time based on where vacant bed is located and acuity of current resident mix. Assigns room where new residents will be admitted.
- Assigns and adjusts work assignments, maintains staffing schedule, monitors, and authorizes staff hours of work, including overtime, vacations, and leave requests while ensuring service levels and staffing requirements are met.
- Works collaboratively with the Residence team, including Consulting Physician, Nurse Practitioner, Dietitian, Recreation Therapist, Counselor and an external team of physicians and allied health professionals.
- Supports quality care and excellence in practice by promoting inter-professional collaboration and team building by supporting nursing staff to plan and carry out resident education, acting as a mentor and resource to nursing care staff, role modeling best clinical practices, assessing clinical skills and by coaching staff and/or liaising with other health professional leaders to help them achieve established clinical performance goals.
- Ensure infection control practices are being followed in the residence and provides input into infection control processes and policies.
- Ensures, in accordance with the Community Care Facilities Act (Licensed Residential Facility), quality improvement and risk management for activities including incident reporting, recommending alternative approaches to practices, conducting safety audits, and supporting implementation of policies related to safety.
- Participates in annual licensing inspection.
- Participates in the review, development, implementation, and evaluation of evidence-informed clinical decision support tools/policies.
- Participates in the program evaluation and quality improvement initiatives.



- Assists in nursing care staff hiring process by providing recommendations on the selection of new staff, completes staff performance appraisals for the residences RNs, LPNs, and CAs and participates in the development of a comprehensive orientation program.
- Manages the budget related to medical/care equipment and supplies; and providing feedback on optimal use of budgetary resources, including staffing, and capital equipment needs as requested.
- Supports the inclusion and supervision of students.
- Participates in the Clinical 24 hour on call rotation.
- Performs other related duties as assigned/required.

## **Education, Qualifications and Experience**

The preferred education, qualifications and experience of the Clinical Care Manager are:

- Minimum bachelor's degree in nursing or equivalent;
- Five to seven (5-7) years of recent related clinical experience, including minimum three (3) years of supervisory experience, or an equivalent combination of education, training and experience;
- Advanced oral and written communication skills;
- Demonstrated relationship building and time management skills;
- Ability to work well with ever changing priorities and situations;
- Ability to work collaboratively with other disciplines;
- Ability to supervise and provide leadership and work direction;
- Ability to coordinate resident assignments and workload in collaboration with staff;
- Ability to monitor the quality of resident care and ensure maintenance of standards for nursing practice and nursing support staff;
- Ability to monitor, assess and address performance issues based on professional standards of practice and to provide input on formal performance reviews;
- Ability to role model, coach and mentor best practices in patient care;
- Ability to identify individual or group learning priorities to meet identified program, organizational and learner needs, in collaboration with other clinical staff;
- Ability to support implementation of education based on changing practices (e.g. legislation and technology);



- Ability to provide input into budgets, minor and capital equipment;
- Ability to work independently and in an organized and self-directed manner;
- Ability to problem-solve and effectively deal with conflict situations;
- Ability to operate related equipment including applicable software; and
- Physical ability to perform the duties of the position.

## **General Working Conditions**

This is a full-time position. This position requires flexibility and the ability to prioritize workload, and the ability to work in a fast-paced environment where demands and deadlines may change with short notice. Multitasking and flexibility are a must in order to meet deadlines, and to support many operational functions/activities that may occur concurrently or without notice. An understanding of the importance of maintaining the confidentiality of sensitive employee/client information is necessary.

If you have suitable qualifications and experience for this position, please send your resume to [humanresources@drpeter.org](mailto:humanresources@drpeter.org).

**Note:** We thank all interested applicants. Regretfully, we are not able to respond to phone calls or emails, and we are able to respond only to those applicants who are being considered for an interview.