

<p><b>Job Description: Chief Motivator, Compassionate Care and Culture</b></p> <p><b>Department:</b> Management</p> <p><b>Job Title of Supervisor:</b> NTLs Board of Directors</p> <p><b>Rate:</b>                      <b>Class Title:</b></p>	 <p><b>Eden Gardens</b> Compassionate Dementia Care</p>
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**Overview:**

The Chief Motivator reports directly to the Board of Directors of Nanaimo Travellers Lodge Society Eden Gardens and provides wise leadership to the Leadership Team, and all aspects of planning and operation of Eden Gardens (“the Facility”). In general the role of the Chief Motivator includes: ensuring the Eden Philosophy of Care vision and mission is known, understood and lived each day by each care partner at Eden Gardens; supports, guides and coaches the Leadership Team to be accountable and responsible for their roles and responsibilities; assists the Board in establishing and revising goals and objectives; develops and implements operational policies and procedures; ensures that the operational budget and financial statements are prepared and reviewed by the Board; acts as liaison between the Board and Island Health (“IH”); participates in all meetings of the Board and its committees; promotes accreditation with CCHSA; participates in promoting the Facility and the Eden Alternative concept in the community and fundraising activities on behalf of the Facility and Eden Alternative activities.

**Specific Duties:**

**1. Administration**

- Guides the daily operation of the Facility through the Leadership Team, providing wise leadership and empowerment Ensures that a high standard of care is maintained for the elders and that all medical and related care services are provided as required by IH and by Board policy
- Encourages and participates in Eden Alternative activities
- Supports and promotes regular accreditation activities to maintain CCHSA standards
- Coordinates the building renovations and upgrades and ensures that a preventative maintenance program is followed
- Ensures that changes to the Facility and its operations are made as required by changes in government regulations

**2. Board Assistance**

- Organizes Strategic Planning Sessions to refine and revise goals and objectives.
- Develops operational policies and procedures and ensures that such policies and procedures are implemented
- Attends all meetings of the Board and its committees
- Formulates committee guidelines and prepares the agenda and minutes for each meeting and circulates them
- Provides the liaison between IH and the Board and reports to the Board on all communications between the Chief Motivator and IH

**3. Financial**

- Ensures that the annual operating budget is prepared and reviewed by the Board and is revised as required throughout the year of operations

- Ensures that all financial information is prepared in a timely manner for monthly presentation to the Board
- Encourages management and staff to look for and use cost effective measures
- Provides recommendations for use of capital funds

#### **4. Human Resources**

- Encourages and supports continuing education activities for all staff and Board members, including external courses, and in-house sessions on Eden Alternative
- Develops and administers a sound personnel program, including interviewing, hiring, orienting, evaluating, disciplining and terminating employees
- Ensures a performance management process is in place for all staff, which includes monitoring the performance of staff on an on-going basis and conducting annual performance review
- Establishes a positive, healthy and safe work environment in accordance with WorkSafe BC and all applicable legislation
- Reviews any complaints concerning the operation of the Facility which management have been unable to resolve and recommends appropriate action to the Board
- Ensures that accurate and confidential personal records are maintained
- Assists in the negotiating of collective agreements and is responsible for contract administration

#### **5. Risk Management**

- Identifies and evaluates the risks to the organizations people (residents, staff, management, and volunteers), property, finances, goodwill, and image and implements measures to control risks

#### **6. Promotion of the Facility**

- Maintains professional contacts with the community and government agencies and health organizations
- Promotes the Facility and Eden Alternative in the community and with government agencies and health organizations
- Encourages volunteer participation in the daily operations of the Facility and promotes volunteer activities and programs.

#### **7. Fundraising**

- Participates in, and supports, internal and external fundraising programs and annual and capital campaigns

#### **8. Performs other related duties as required**

## **Characteristics and Abilities:**

Leadership characteristics, which should include:

- Having an honest, open-minded and “team-first” attitude
- Empowering all staff to embrace roles and responsibilities
- Being forward-thinking with a vision for the future
- Inspiring, enthusiastic and positive
- Valuing collaboration and cooperation
- Being organized and determined
- Attitude of abundance not scarcity

Desirable professional abilities:

- Excellent communication skills in English, both orally and written
- An understanding of financial budget, operating statements and balance sheets
- Demonstrated commitment to and understanding of shared leadership and team empowerment
- Demonstrated experience in leading a team to extraordinary results
- A knowledge of and previous experience working with people living with Alzheimer’s and other related dementias
- An in depth knowledge of relevant government regulations
- Public speaking and technical literacy
- A university degree in a related discipline
- Formal training and experience managing a team in a health care environment or similar situation