



Position: Assistant Director of Care

Status: Full Time

Wage Range: \$98,500 - \$112,000

Program: Long Term Care

Hawthorne Seniors Care Community is dedicated to providing compassionate, high-quality care in a supportive and respectful environment to residents and tenants. Our team is committed to enhancing the lives of seniors through person-centered care, collaboration, and continuous improvement. We foster a culture of teamwork, learning, and professional growth, and we prioritize dignity, safety, and excellence in care for every resident.

Hawthorne Seniors Care Community is accepting applications for an Assistant Director of Care (ADOC) to support our Long-Term Care team. The ideal candidate is a collaborative and experienced clinical leader who is passionate about improving resident outcomes, supporting staff excellence, and driving quality improvement initiatives.

This is a full-time position scheduled Monday to Friday, with some evenings and weekends as required.

About the Role

Reporting to the Director of Care, the Assistant Director of Care (ADOC) provides clinical leadership and operational support within long-term care. This role is responsible for overseeing nursing, care aide, and recreation teams while promoting high-quality, person-centered care. The ADOC plays a key role in quality improvement, staff education, and clinical oversight, ensuring care delivery meets provincial standards, licensing requirements, and organizational policies.

Key Responsibilities

- Provide leadership and direction to RNs, LPNs, Health Care Aides, and Recreation Therapy staff
- Coordinate staffing, scheduling, orientation, and ongoing education; monitor and manage staff performance
- Lead and support quality improvement initiatives in collaboration with internal teams and external partners (e.g., Fraser Health)
- Interpret, implement, and recommend updates to care policies and procedures
- Promote a safe work environment by supporting attendance programs and ensuring compliance with WorkSafeBC and organizational safety standards
- Provide clinical oversight to ensure person-centered care aligns with resident needs, goals, and best practices

Interested applicants should email a resume and relevant supporting documents to hr@hawthornecare.com.

We thank all applicants, but only those applicants shortlisted will be contacted.



- Support the effective use of PointClickCare, including staff training, reporting, and driving improvements based on data insights
- Develop, track, and report on key performance indicators (KPIs) in collaboration with the interdisciplinary team
- Monitor resident acuity and respond proactively to changes to maintain quality care standards
- Participate in care rounds and ensure accurate, timely clinical documentation and goal tracking
- Lead and support continuous quality improvement using data from RAI, internal indicators, and health authority benchmarks
- Identify staff learning needs and deliver education, mentoring, and coaching
- Participate in wound care rounds and support appropriate clinical documentation
- Coordinate referrals to external specialists (e.g., Geriatric Psychiatry) and ensure required documentation is completed
- Provide consultation to leadership on health and safety, quality improvement, and workforce planning
- Oversee inventory and ensure adequate supplies to support care delivery
- Support budget oversight for the Memory Care Program
- Foster positive relationships with staff, residents, families, and community partners
- Provide leadership coverage in the absence of the Director of Care
- Perform other related duties as assigned

Qualifications

- Current registration with BCCNM as a Registered Nurse
- Minimum five (5) years of gerontology experience, including leadership or supervisory experience
- Strong knowledge of dementia care and responsive behaviours
- Experience delivering education and coaching staff
- Proficiency with PointClickCare and other clinical systems
- Excellent leadership, communication, and organizational skills

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