



Position Title: Manager of Woodward Respiratory Health Centre
(Temporary full time – 8 to 9 months)
Department: Health Centre
Immediate Supervisor: Manager of Health Centre – Head Nurse

Nature and Scope

Brentwood College School on the shores of beautiful Mill Bay is a university preparatory school with approximately 550 students, the majority of them boarders for 10 months of the year. The mandate of the Respiratory Health Center is to provide the health care needs of the School's students presenting symptoms of COVID-19 during the pandemic. The Manager works in collaboration with the Head Nurse and provides mentorship, plans, organizes, and directs the delivery of health care services within the Health Centre. Diverse clinical care experience, maturity, good judgement, discretion and the ability to manage material resources as well as lead a team of health care professionals is required.

Major Responsibilities

- Manage facility, equipment, supplies and staff in the respiratory clinic;
- Oversee the daily operations of the clinic and its staff and patients;
- Provide primary care to students presenting respiratory symptoms;
- Responsible for hiring, training, staffing the respiratory clinic;
- Scheduling of staff in the clinic to ensure the appropriate level of care is provided
- Making /adjusting patient assessment, coordinating care, and accountable for follow-up and patient outcomes;
- provide clinical management of patients with COVID-19;
- Establish and administer respiratory clinic specific policies;
- Provides ongoing coaching and counsel to staff and ensure preventative measures are practiced;
- Responds to emergency situations, takes charge and coordinates with emergency medical services if needed. Implements follow-up nursing care;
- Works closely with other members of the Health Centre and counselling team to ensure seamless and continuous care. Also works with parents, academic staff, Houseparents, and others as necessary to ensure optimum plan of individual student care;

Knowledge and Skills

EDUCATION / CERTIFICATION:

- Post-secondary degree in Nursing preferred; a Masters degree would be considered an asset;
- Current certification/licensing with the British Columbia College of Nursing Professionals (BCCNP)

EXPERIENCE / SKILLS:

- Minimum of five years of related experience. Assets would include working in a similar role or another setting working directly with adolescents, and nursing experience in an emergency setting;
- Strong leadership skills with the ability to build and maintain a collaborative team;
- Ability to supervise, delegate, and coach staff;
- High degree of resourcefulness, flexibility, and adaptability;
- Excellent technical, analytical and critical thinking skills and good judgement;



- Demonstrated ability to handle emergency situations in a prompt, precise, and professional manner;
- Demonstrated ability to assist patients, family members or other clients with sensitivity and empathy;
- Clear, concise and timely communication ability both verbally and in writing;
- Ability to actively listen, maintain confidentiality and use tact and discretion in the performance of duties;
- Careful, orderly and detail-oriented in approach;
- Excellent time management, organization and administration skills;
- Cultural sensitivity and non-judgmental perspective;
- Demonstrated commitment to active learning and remaining current with best practices and organizational policies and procedures.

Relationships

INTERNAL:

- All students and Staff (faculty, allied health, and non-teaching)

EXTERNAL:

- Parents, other schools' staff, health care professionals and doctors

Effort

- Work normally requires a high level of mental effort in assessing, problem-solving, reading, organizing, written documentation, communication and handling repetitive tasks amid distractions and interruptions. Responding to emergent and critical situations contribute to mental effort;
- Work normally requires a low level of physical effort; however, there is an occasional requirement to move a patient with little or no assistance in responding to an emergency situation;
- Work normally requires a moderate level of dexterity for keyboarding;
- Work normally requires a moderate level of visual effort in operation of a PC.

Working Conditions

- Work is in a fast-paced and busy clinic setting on campus; on-call weekends may be required;
- The ideal candidate will live or have access to accommodations within 25 km radius of Mill Bay;
- May be exposed to infectious waste, diseases, conditions, etc.;
- May be required to wear full PPE for extensive periods of time;
- Hours of work vary in conjunction with other school duties and responsibilities, as well as with operational requirements of the School in general;
- Vacation periods are to be taken only while school is not in operation as defined by the Head of School and outlined in the school Calendar;
- Successful completion of Criminal Record Check is a condition of employment;
- All applicants must be legally entitled to work in Canada.

Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources, no later than **at 5pm on Sunday October 4th, 2020**
Fax (250) 743-8446 | hr@brentwood.bc.ca | www.brentwood.bc.ca

We thank all applicants for their interest in this opportunity