



**TABOR VILLAGE**

Providing Care from the Heart



# Opportunity Profile

ASSISTANT DIRECTOR OF CARE  
TABOR HOME SOCIETY

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NELSON/KRAFT  
AND ASSOCIATES



# EXECUTIVE SUMMARY

Tabor Home Society is searching for a collaborative, servant leader with a clinical background to join their team as Assistant Director of Care (ADOC).

The ADOC organizes and oversees all nursing operations of the facility. They create a collaborative and efficient workplace with attention to quality standards and policies, ensuring all personnel will be able to do their best in caring from the heart for all residents. As ADOC, you will participate in the development and evaluation of the resident care programs, as well as initiate and monitor quality improvement activities.

If you have a nursing background and are passionate about leading a team and driving culture change, we would love to hear from you.





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# OUR STORY

Members from various Mennonite Brethren churches in British Columbia met in 1959 to organize the Tabor Home Society. With the help of government funding, a facility was constructed in 1960 that could accommodate 39 people.

New additions were added in 1963 and in 1972, providing a total of 118 beds for the Tabor Home. In 1987, the Tabor Manor, a 38-unit apartment building for independent living was constructed. Tabor Court Assisted Living Facility opened in 2006. In 2017, Tabor Home purchased Valhaven, which provides 26 additional beds.

At present, there are eleven participating Mennonite Brethren churches whose members are also members of the Tabor Home Society. Each participating congregation has the ability to nominate a member to sit on the board; larger churches may nominate two members. The Board Nominations Committee recommends members to be appointed to the board. The board is responsible for the oversight of all aspects of Tabor Home Society.





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## OUR MISSION

Tabor Village is a vibrant community where seniors and their families experience “care from the heart” with Christ-like compassion and respect.

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## OUR VISION

Tabor Village is at the forefront of seniors' care and innovation, an employer of choice, a charity of choice, with an increased number of volunteers, and a renewed campus of care.

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## OUR VALUES

The in-dwelling love of God, the transformational character of Jesus Christ, and the inner energizing of God's Spirit are the key dynamics which inspired our founders and those who have continued to provide SERVICE to seniors.

- S - Servant Leadership
- E - Empathy
- R - Respect
- V - Vision
- I - Integrity
- C - Community
- E - Effectiveness

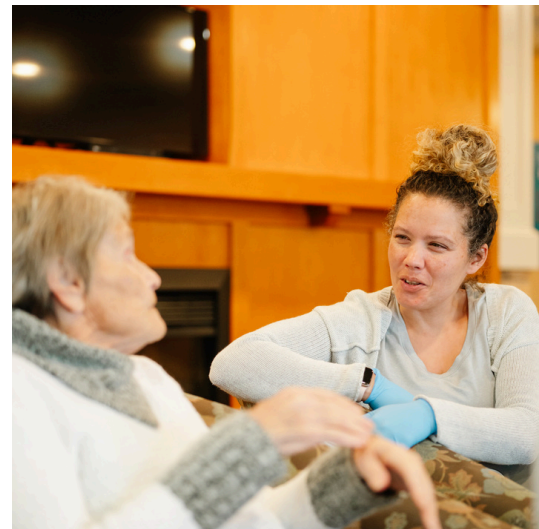
# KEY RESPONSIBILITIES

## Resident Clinical Care

- Ensure there is ongoing development of comprehensive care plans tailored to each resident's short- and long-term requirements.
- Investigate and report on risk management issues such as unusual occurrences, accident investigations, and resident complaints.

## Leadership

- Provide leadership and direction to staff involved in the provision of continuing care by fostering and promoting new initiatives, and interpreting and implementing care-related policies and procedures.
- Be readily available to all nursing staff for problem consultation, for guidance in problem resolution, and for consultative skills with families and residents.
- Coordinate and communicate with other departments and staff to ensure that goals and planned changes are monitored and reviewed.
- Ensure all nursing staff receive orientation upon hire, in-service training, work assignments, monitoring, and performance evaluations.







- Be directly involved in the recruitment, discipline, performance management, and termination of clinical staff.
- Network with other care directors and health care professionals within and outside the organization.
- Share information and participate in multi-site committees to develop and implement best practices throughout the organization.

### **Occupancy**

- Liaise with the health authority to ensure pre-screening for suitability and timely admissions to vacant, funded accommodation.
- Work with the Director of Finance (DOF) to assess care requirements and suitability of private pay applicants.
- Facilitate the appropriate and timely transfer of assisted living and independent living residents from their current accommodation to licensed care beds.



### **Regulatory Compliance**

- Audit and monitor the administration of medication and resident care plans.
- Take the lead in clinical investigations.
- Reconcile long-term care activity reports to ensure residents' days and levels of care concur with revenues derived from the regionally funded daily rate.
- Ensure that there are Continuous Quality Improvement (CQI) initiatives undertaken in relation to care and the development of "best practices."



- Exchange information and resolve serious incident situations related to nursing and direct resident care with outside agencies including, but not limited to, Ministry of Health, Community Care Facilities Licensing, Community Health Services, education institutions, local health units, WCB, etc.
- Provide reports as required by various associated licensing and health authorities.
- Ensure licensing requirements, as outlined by the residential care regulations and pharmacy review, are met.
- Responsible for monitoring and addressing nursing standards and daily staffing levels.
- Ensure schedules and work assignments meet or exceed the provincial and legal requirements for professional nursing and other care-related services.



### **Operational, Budgetary & Administrative Responsibilities**

- As an integral member of the site management team, participate in decision-making; particularly in matters related to health and safety, resident care, and finances.
- Work with the Executive Director to provide clinical care and risk and safety related information to the board through reports, or by being present at board meetings, as needed.
- Work with the DOF to forecast clinical budgets for the organization.
- Perform other duties, as required.



# QUALIFICATIONS

## EDUCATION, TRAINING & EXPERIENCE

- Degree in nursing; master's degree in nursing or healthcare administration, an asset.
- A minimum of 5 years' experience in a similar role.
- Valid nursing and CPR certification.
- Beliefs and values in harmony with Tabor Home values.

## SKILLS & ABILITIES

- In-depth knowledge of legal policies and regulations in the healthcare industry.
- Great knowledge of legal regulations and best practices in healthcare.
- Willingness to keep abreast of changing standards in nursing administration.
- Excellent ability to lead and develop personnel.
- Great communication and people skills.
- Outstanding organization and stress management skills.
- Aptitude in problem-solving.
- In-depth knowledge of Fraser Health licensing and registration, and KPIs/KQIs of resident care.



# OUR SEARCH TEAM



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**MARK KRAFT**  
LEADING THE SEARCH

Mark is a trusted and sought-after executive search leader, with over 20 years of combined experience in the public and private sectors. Bringing a deep level of care and commitment to his clients, Mark has successfully led over 100 executive talent searches across Canada, for roles ranging from CEO to CFO, to COO. With his breadth and depth of experience, Mark has become a respected advisor and go-to expert for non-profit, charity, and faith-based organizations looking to source top executive talent.



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**SHAWN PLUMMER**  
SUPPORTING THE SEARCH

Shawn is a senior executive who, after 22 years in international relief and development, most recently served as President & CEO of Food for the Hungry Canada. With invaluable program and leadership experience, a history of managing large teams, as well serving as a board member himself, Shawn is well equipped to come alongside your organization to ensure you have the right leadership team in place to drive your future success.



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**MATT ROBBERSTAD**  
SUPPORTING THE SEARCH

Matt is an accomplished Talent Acquisition Manager with a strong background in the non-profit sector. With over a decade of leadership experience in recruitment and retention, he has a proven record of success. Matt has effectively managed end-to-end recruitment processes for a wide range of positions at Christian Horizons, a major faith-based developmental service organization in Canada. His extensive expertise in recruitment and selection enables him to identify the ideal candidates for various organizational roles.

# ESTIMATED SEARCH TIMELINE

While every search is dynamic and time frames are hard to predict, the following is an overview of the expected timeline and details for this search:

**Location:** Abbotsford, BC

**Application Deadline:** open until a suitable candidate is found

**Start Date:** TBD

**Salary Range:** \$120,000 - \$130,000

## HOW TO APPLY

Apply online at [nelsonandkraft.com/jobs](https://nelsonandkraft.com/jobs) with your cover letter and resume. You must be eligible to work in Canada.

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