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## **NURSE MANAGER (Term) JOCELYN HOUSE HOSPICE**

Jocelyn House Hospice is seeking a professional, organized individual to work a 1.0 EFT in the position of Nurse Manager for 12 month term position. This person will be responsible for managing the health care team of a four bed residential hospice and ensuring delivery of high quality end of life care for residents. The role includes responsibility for recruiting, training & supervising hospice staff, overseeing patient care and ensuring adherence to established policies and procedures.

### **POSITION SPECIFICATIONS:**

The Nurse Manager is required to take a leadership role and is responsible for the management and delivery of services related to hospice care at Jocelyn House.

The Nurse Manager provides effective leadership in the direction and coordination of all current and future nursing initiatives within Jocelyn House Hospice. The Nurse Manager reports directly and functions under the general direction of the Executive Director. The Nurse Manager will work in collaboration with the WRHA Palliative Care Program Team.

The nature and scope of the work performed by the Nurse Manager is non-routine, highly complex and varied. The Nurse Manager must have a thorough understanding of complex health care issues, be able to develop practical solutions to problems and have the capacity to work effectively under pressure.

The Nurse Manager operates within an environment of limited fiscal resources combined with an increasing demand for health care services. The Nurse Manager is expected to plan and to establish priorities amongst competing demands for resources.

### **RESPONSIBILITIES:**

1. Directly supervises health care staff.
2. Develops and maintains the scheduling of 24/7 health care staff shifts.

3. Coordinates and implements staff safety, security, environmental and health policies and procedures.
4. Coordinates implementation of administrative policies and procedures (ie PHIA, WHMIS) within the portfolio.
5. Chairs staff meetings when required.
6. Manages clinical human resources including recruiting, orientation and training of new staff and performance management, etc.
7. Manages and complies with the collective agreement for health care staff and participates in the negotiations (collective bargaining) of new collective agreements, when required.
8. Collaborates with the Executive Director and Manager of Volunteers, Spiritual Care & Development to ensure the hospice operates safely and effectively and is properly maintained.
9. Attends and participates in regular Team meetings.
10. Ensures staff is up to date with clinical knowledge and skills.

#### **CLINICAL/RESIDENT CARE RESPONSIBILITIES:**

1. Provides clinical nursing care to the residents of Jocelyn House Hospice
  - Reporting conditions of residents to the JHH health care team and the WRHA Palliative Care Program (as required)
  - Developing a care plan for each resident in collaboration with nursing staff
  - Ensuring physician orders are executed
  - Ensuring that resident and family concerns are addressed and communicated
  - Ensuring health care staff are provided with the education, training and tools necessary for resident care.
  - Speaking with resident families as needed regarding changes in resident condition
2. Attends weekly rounds with physician and WRHA Palliative Care Program team members.
3. Ensures the maintenance of standards of practice as outlined in CRNM & CLPNM.
4. Screens resident admissions to Jocelyn House Hospice.
5. Ensures an environment of strong commitment to supportive and compassionate end of life care.

#### **EDUCATION:**

- Registered Nurse
- Baccalaureate of Nursing Degree, preferred

#### **EXPERIENCE:**

- Five years professional nursing experience

- Active registration with College of Registered Nurses of Manitoba
- Three to five years in a supervisory, educational and staff management role
- Three to five years' management experience in a health care palliative/hospice environment, preferred.
- Demonstrated knowledge in risk management
- Strong leadership skills
- Strong organizational skills to manage multiple priorities and needs
- Demonstrated competence in critical thinking and analytical skills as well as a holistic approach to problem solving and decision-making
- Strong commitment to resident, family and community focused services
- Effective communication skills to deal tactfully and effectively with health care teams
- Demonstrated ability to create and work well within a team environment.

**Hours, Salary and Benefits:**

The position is a minimum of 40 hours a week (1.0 EFT) with some flexibility regarding the daily hours. Salary will be commensurate with experience. Benefit package available.

**Please submit your application (cover letter and resume) to:**

Stacey Grocholski, Executive Director  
Jocelyn House Hospice  
177 Egerton Road, Winnipeg, MB, R2M 2W7  
Email: [sgrocholski@jocelynhouse.ca](mailto:sgrocholski@jocelynhouse.ca)

**Deadline to apply: Monday, March 9, 2026**

We thank all applicants and advise that only those selected for an interview will be contacted.

**About Jocelyn House Hospice:**

**Jocelyn House Hospice** opened in 1985 as the first free-standing hospice in Western Canada. Founded by Bill and Miriam Hutton in memory of their daughter Jocelyn Hutton, who died at the age of 17, Jocelyn House is the result of Jocelyn's wish to die at home, supported by family, friends and her community. Our mission is to carry on the dream of Jocelyn Hutton – adding life to final days for the terminally ill, and their loved ones, by providing care and comfort in a home-like setting.

[www.jocelynhouse.ca](http://www.jocelynhouse.ca)