



## Optimizing life with excellent care, compassion and comforts of home... Join our team as the **Long Term Care Administrator**

If you are a senior level leader with health care administration expertise, who thrives on making a difference in the lives of employees and residents, we want to hear from you!

The Pines Long Term Care (LTC) Home is seeking a **permanent full-time Administrator** to lead the team of individuals who strive to make a comfortable, safe and nurturing home for our residents. At the Pines our focus is to continually improve care, safety and quality of life in partnership with residents, their families and our community.

The Administrator is responsible for the effective and efficient management of our Class A LTC Home, in accordance with applicable municipal, provincial and federal legislation and guidelines. We seek someone who will create an atmosphere conducive to achieving optimal levels of health and welfare for both residents and employees; and maintain effective relationships with community partners, regulatory inspectors, residents, staff, families, volunteers and contractors.

The Administrator's primary areas of focus will be to:

- Lead an interdisciplinary team in planning, organizing, directing and supervising the delivery of quality resident care
- Ensure program excellence, continuous quality improvement and standards of ethical practice
- Prepare, maintain and control of annual budgets and business plans
- Identify and evaluate staffing needs according to program and service requirements
- Establish and maintain good labour relations and represent the employer in union-management meetings including grievances, mediations and negotiations
- Ensure compliance with accreditation standards, and applicable legislation, regulations and guidelines
- Effectively manage risk and improve quality, safety and resource utilization, acting on any issues of non-compliance in a timely and comprehensive manner
- Provide leadership, direction and technical support to departmental staff consistent with District values, policies and procedures; including strategic planning, recruiting, development and performance evaluation.

### Why the Pines?

The Pines is a Class A facility, owned and operated by The District Municipality of Muskoka and located in Bracebridge, the heart of Muskoka. Our cozy and comfortable home encompasses five resident home areas (one secure) and has four wonderful courtyards with plenty of outdoor spaces to roam about. The Pines has been serving seniors with care and dignity in our community since September 1961.

[Learn more about the Pines by watching our video!](#)

We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. As a four-season municipality, with wonderful schools and facilities, there is plenty for everyone in Muskoka to do, in and out of work. Being an employee of the District family is an opportunity to work with ambitious teams where you can learn, grow, and contribute while building a strong career. We have a strong focus on health & wellness, and we are committed to creating and promoting respect, diversity, accessibility and inclusion in the workplace. [Watch our District video](#) to learn more!



## What you will bring to us

As a seasoned health care Administrator with a University degree in health, social sciences or a related specialized field, you will have 7 to 10 years progressively responsible management experience in a health care setting, ideally in LTC. You will also have successfully completed a program in LTC Administration or Management under the LTC Homes Act.

You are dynamic leader with excellent customer service, communication and technological skills with fluency in LTC management practices, regulations and standards. You are equally comfortable dealing with residents, families and various levels of stakeholders, internal and external to the Home and know how to adjust your communication approaches to the audience. You will have a proven history of innovation and continually promote self-development and the development of those around you.

Words you would use to describe yourself include; leader, kind, empathetic, focused and innovative.

## What We offer

We offer a competitive compensation package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in. The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this position is: \$ 110,616 - \$ 130,236

## How to Apply

If you have the necessary skills, experience and qualifications, please review the “**How to Apply**” instructions on our website before submitting your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

In your cover letter, please outline “the why” of: “Why you are the person the District should consider for this opportunity”.

**POSTING CLOSING DATE: Wednesday, June 12, 2019 @ 12:00 NOON**

The Pines Long Term Care Home and the District Municipality of Muskoka are committed to meeting our obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require disability-related accommodation to participate in the hiring process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process.

