

**File #:** Non-Un 11-052

**Employee Group:** Non-Union

**Work Location:** St. Mary's of the Lake Hospital

**Vacant Position:** Program Administrative Director, Specialized Geriatrics, Complex Continuing Care, Palliative Care

**Status:** Full-Time

**Posting Period:** January 5<sup>th</sup>, 2012 - January 15<sup>th</sup>, 2012

**Please direct inquiries to:**  
 Barbara McCulloch, Recruitment & Staffing Consultant, (613) 548-7222 x 2037

Apply in writing quoting file Non-Un #11-052 in subject line to: [work@providencecare.ca](mailto:work@providencecare.ca) or send fax to: (613) 544-6036

All applicants are required to include an up-to-date resume outlining how their qualifications match position requirements.

All new hires to Providence Care must complete the Criminal Information Request/Vulnerable Sector Screen through your local Police Station. The cost is the responsibility of the applicant and this Criminal Information Request/Vulnerable Sector Screen must be successfully completed prior to the commencement of employment with Providence Care. Please note that this process may take a few days up to a few months to complete.

**Job Summary:**

The Program Administrative Director, Specialized Geriatrics, Complex Continuing Care and Palliative Care (SG, CCC, PC), will provide the strategic vision, planning expertise, and operational leadership required to achieve operating goals for the programs with an emphasis on patient/client care and quality improvement. The Program Administrative Director will determine the need for and priority of allocation of human, space, fiscal and material resources for the program and/or other major organizational units such as inpatient units and outpatient services. The position works collaboratively with Program Clinical Directors, Program Managers, Director of Professional Practice and Professional Advisory and Practice Councils to provide a vision for patient/client care, clinical practice and program development consistent with Providence Care's Mission, Vision and Values.

**Qualifications:**

- Master's preparation preferred, (e.g. MScN, MHSc, MHA, MBA) or equivalent combination of formal education, development and work experience
- Registered or eligible for registration as a regulated health professional
- Seven to ten years of progressive experience in health care management at the senior level
- Demonstrated strategic, business and operation planning experience
- Demonstrated experience in dealing effectively with the Board, senior management and management levels of the organization
- Knowledge of current and emerging issues related to strategic planning and risk management as well as best practices in use in the health care sector
- Solid understanding of organizational effectiveness issues and strategies, including highly developed skills in relationship building
- Sound knowledge of process analysis and improvement techniques and continuous quality improvement
- Demonstrated effective business acumen and experience with and understanding of strategic and business planning methods, tools and processes and transition issues
- Demonstrated project management experience including effectiveness with concurrently organizing, planning and coordinating operational initiatives with multiple project activities
- Demonstrated effectiveness in budget management and accountability
- Demonstrated excellence in interpersonal, written and verbal communication skills including, ability to demonstrate tact and diplomacy with varied groups of stakeholders
- Demonstrated knowledge of the Mental Health Act, Public Hospital Act and emerging trends related to best practice within Providence Care's programs and sub-programs
- Demonstrated ability to lead and influence individuals and teams within a large organization and in the context of major change, toward a vision while maintaining group cohesiveness, motivation, commitment and effectiveness and respond proactively and strategically to complex changes
- Demonstrated ability to establish courses of action for self and others to achieve optimal outcomes/results
- Demonstrated effectiveness in identifying and analyzing situations and problems; finding viable solutions with consideration to total systems and strategies
- Demonstrated effectiveness promoting compliance with professional and ethical practices, accreditation standards, and applicable legislation
- Demonstrated client-centred attitude and commitment to the Mission, Vision, Values and goals of Providence Care

For a complete list of duties and qualifications, please obtain a job description from Recruitment & Staffing.