# JOB POSTING: Administrator, Long Term Care Program

**File #:**
Non-Un 17-069  
**Status:**
Full Time  
**Posting Period:**
OPEN  
**Work Location:**
Providence Manor  
**Employee Group:**
Non-Union

## Position Summary:
The Administrator of the Long Term Care Program will provide the strategic vision, planning expertise, and operational leadership required to achieve operating goals for the long term care program with an emphasis on high quality, safe resident-centred care, quality improvement and fiscal accountability. The Administrator will determine the need for and priority of allocation of human, space, fiscal and material resources for the long-term care home and inspire a culture of excellence and compassion within the direct resident care team and those supporting the long term care program. The position works collaboratively with internal and external stakeholders to provide a vision for resident care, clinical practice and program development consistent with Providence Care’s Mission, Vision and Values and strategic directions. The Administrator plays a key role in advancing innovation and quality compassionate care in the redevelopment of the long term care facility.

## Education & Experience:
- Masters in the human services, health administration or business management; an equivalent combination of Bachelors in health services, health administration or business management combined with senior management of a long term care facility may be considered.
- Successful completion of a long term care home administration or management program (in accordance with the Long Term Care Homes Act 2007, s. 70 (212), a minimum of 100 hours of instruction time).
- At minimum, 10 years management experience in progressively responsible leadership roles and at minimum 5 years in a senior management position in a unionized health care setting, preferably in geriatrics and/or a long term care setting.

## Key Knowledge, Skills & Abilities:
- Knowledge of current and emerging issues related to strategic planning and risk management as well as best practices in the long term 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 Long Term Care Homes Act and emerging trends related to best practice in long term geriatric care.
- Demonstrated effective presentation skills including the ability to present and discuss complex information in a way that establishes rapport, persuades others and gains understanding.
- 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 commitment to continued learning and effectiveness in promoting the value of learning and acquiring new information and skills to staff.
- 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 person-centred attitude and commitment to the Mission, Vision, Values and strategic directions of Providence Care.
- Demonstrated understanding and commitment to health and safety policies, procedures and applicable legislation.
- Advanced level proficiency using word processing, communications/scheduling and spreadsheet applications, Microsoft Windows Office Suite of products (including Outlook, PowerPoint, Word and Excel) required.
- Bilingual in French and English language, preferred.

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Please send your updated resume and cover letter in one document, quoting the file number in the subject line to: work@providencecare.ca.  
Contact Name Timothy Huddle, Human Resources Consultant, 613.544.4900 x 53460 for a complete list of duties, responsibilities or inquiries.  
We are committed to inclusive and accessible employment practices – Please notify the above if you require an accommodation to fully participate in the hiring process or require recruitment documents in French.