



Administrator St. Joseph's Lifecare Centre

The Portfolio:

Reporting to the President of St. Joseph's Lifecare Brantford (SJLCB), this position assumes overall responsibility for the administration, direction and co-ordination of the 205 bed long-term care home, retail and medical offices and future housing estates.

Key areas of responsibility:

- Quality Care and Service
- Strategic Leadership, Planning, Completion & Implementation
- Resident/Customer Service Satisfaction
- Organizational Effectiveness
- Financial Viability & Sustainability
- Mission Integration
- Staff Utilization/Retention
- Ministry of Health and Long-Term Care compliance
- Contract Negotiation(s)
- Site Development

Purpose:

One of the primary purposes of this role is to ensure that employees of St. Joseph's Lifecare Brantford (SJLCB) understand their duties and responsibilities within the health and safety program, executing all duties and responsibilities outlined in the Occupational Health and Safety Act and SJLCB policies and procedures.

Duties and Responsibilities:

- Integration of the SJLCB 's Mission Statement and Organizational Philosophy into all aspects of operations
- General administration, organization and management of SJLCB in accordance with legislation, by-laws, and policies
- Ensuring St. Joseph's Lifecare Brantford Board of Governors is provided with adequate information to fulfil their responsibilities
- Responsible for the employment, control and direction of all employees of SJLCB in a manner consistent with management philosophy, Ministry of Labour provisions, Occupational Health and Safety Act, Ministry of Health and Long Term Care Act and regulations, and LHIN and MOH agreements
- Development of appropriate financial plans, reporting structures and control systems within the scope of the budget

- Making recommendations to the SJLCB President regarding equipment, inventories, additional facilities and new construction
- Ensuring sound working relations are maintained with the Long-Term Care Division of the Ministry of Health, Hamilton Niagara Haldimand Brant Local Health Integrated Network, City and County of Brant, and other funders
- Ensuring positive, cooperative and collaborative relations with other Long-Term Care facilities, Long-Term Care associations and provider and consumer groups within the terms of the collaboration policy of St. Joseph's Health System
- Ensuring residents receive appropriate quality of care

Knowledge, Skill and Experience:

- Formal education in health or social services field; relevant university degree or equivalent combination of education and related experience
- Five to ten years of progressive management experience; including two to five years in a leadership capacity in long-term care/health care facility
- Completion of certificate course in long-term care senior management that meets the Long-Term Care Act requirements for Administrator preparation and qualification
- Thorough knowledge of fundamentals of management principles, organization and administration. Knowledge and understanding of legislation and regulations governing Long-Term Care facilities. Working knowledge of people management, business administration, public relations, and functions of all departments.
- Knowledge base in geriatrics and gerontology and interest and experience in working with the elderly
- Demonstrated competency to manage multi-disciplinary staff (union and non-union)

Mandatory Training:

- Emergency Measures
- Health and Safety & WHMIS
- Other as required by MOHLTC

Please refer to our website at www.sjlc.ca for further information on our organization and this exciting position. To apply in confidence, please submit your resume and cover letter, to **Erin Adams, Human Resource Coordinator**, at eadams@sjlhc.ca indicating the job title in the subject line of your email.

St. Joseph's Lifecare Centre Brantford is an equal opportunity employer and strives for equity, inclusiveness and diversity in all of our programs, facilities and people.

AREA OF SEARCH: St. Joseph's Lifecare Centre