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### POSITION:

#### Administrator

350+ staff, 240-bed Long-Term Care facility, including home care and assisted living services in the District of East Nipissing

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### SALARY:

#### \$133,206 to \$161,871/year

Position includes a comprehensive benefits package and pension plan

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### EFFECTIVE:

September, 2022

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### ACCOUNTABILITY:

Accountable to the Board of Management, the Administrator is a strategic and values-based leader with overall accountability for the Resident experience, operations and quality management.

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### SUBMISSION:

Qualified candidates are invited to forward their resume and cover letter, in confidence, via email to: girouxs@cassellholme.on.ca  
Attention – Selection Committee

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### POSTING DETAILS:

There are three [3] pages in this job description.

Closing:  
June 20, 2022 – 4:30 p.m.

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### POSITION SUMMARY:

Cassellholme is seeking a passionate, innovative Administrator with excellent leadership, communication and team building skills. The job also comes with the unique opportunity of guiding Cassellholme's Centenary celebration!

Established in 1924, Cassellholme has built a tradition of excellence in seniors' care. We have created a home environment that is sensitive to the needs and personality of each Resident. Our 240-bed Long-Term Care facility also provides home care and assisted living services in the District of East Nipissing. With more than 350 dedicated staff, Cassellholme is one of the largest employers in North Bay. We are excited about the redevelopment of Cassellholme, which will modernize and expand our services to Residents and the community. Construction started in April 2022.

## RESPONSIBILITIES:

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As part of our dynamic team, the Administrator contributes in the following ways:

- Plans, coordinates, directs and monitors effectiveness of all operational activities of the Home, ensuring those activities are aligned to the Home's commitments and strategic plan. All activities must be compliant with the Long-Term Care Act and its Regulations.
- Collaborates with the Redevelopment Project Team to oversee the redevelopment portfolio and communication to all stakeholders.
- Forges solid and collaborative stakeholder relations to facilitate the continued development of the organization's programs and services. Develops and encourages community involvement in Cassellholme.
- Oversees recruitment, employee and labour relations, payroll and benefits, orientation, occupational and non-occupational injury/illness, performance management, training, education and other people related functions.
- Provides leadership and direction to ensure all aspects of a Quality and Risk Management Program are carried out in alignment with the Home's strategic plan, accountability and legislative requirements.
- Responds promptly to address concerns of Residents and caregivers, mediates appropriate responses to those concerns and implements action plans.
- Ensures that employees within the care community foster positive connections with all Residents, families and other caregivers in their day-to-day work.
- Provides financial leadership by managing and monitoring budgets and fiscal plans and taking appropriate action where variances are identified to bring expenditures in line within the budget.
- Works in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.
- Promotes the services, activities and facilities of Cassellholme to the community, providing transparency and access.
- Builds relationships with other service providers and appropriate partners to enhance outreach and services for Residents and community members.
- Encourages philanthropy - both from Cassellholme giving to the community and the community seeing Cassellholme as an important, worthwhile recipient of their donations.

## QUALIFICATIONS AND EXPERIENCE:

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### Education:

- post-secondary degree [3 Years] from a program or post-secondary diploma in Health or Social Services
- certification as a Long-Term Care Home Administrator – candidates not possessing this certification will be required to do so

### Experience:

- minimum five years senior management experience within a unionized, health care environment

### Job Specific Competencies:

- must possess a strong financial acumen, communication [oral and written], human resources management skills, and excellent leadership abilities
- all applicants must provide proof of being fully vaccinated, except due to legitimate established exceptions

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in confidence, via email to: [girouxs@cassellholme.on.ca](mailto:girouxs@cassellholme.on.ca)  
Attention – Selection Committee*

*We sincerely thank all candidates for their interest.  
Only those selected for an interview will be contacted.*