



POSITION:

**Administrative Coordinator
– Quality, Governance and
Communication**

SALARY:

**\$31.29 - \$38.04 CDN per hour
[Band 4]**

EFFECTIVE:

Immediately

JOB TYPE

This is a full-time, permanent job position.

SUBMISSION:

Qualified candidates are invited to forward their resume and cover letter, in confidence, via email to: HR@cassellholme.on.ca – attention to Tiffany Chapman, HR Coordinator

POSTING DETAILS:

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

We are looking to interview and fill this position as soon as possible.

POSITION SUMMARY:

Cassellholme is seeking an Administrative Coordinator to drive coordinated admin support across policy management, Board and committee governance, Quality Improvement Plan [QIP] activities, organizational communications and staff education tracking. This role is integral in ensuring compliance with the Fixing Long-Term Care Act, supporting continuous quality improvement and fostering engagement with Residents, families, staff and the Board of Management during a period of organizational transition and redevelopment. Occasional evening work required to support Board and committee meetings.

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.

DUTIES AND RESPONSIBILITIES:

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

- ▶ Maintain and update policies to ensure legislative compliance, manage review schedules and documentation and support audit and Ministry inspection readiness.
- ▶ Coordinate Board and committee meetings, prepare agendas and meeting materials, record minutes, track actions and resolutions and maintain official governance records.
- ▶ Coordinate Quality Improvement Plan [QIP] activities, support data collection and reporting, assist with surveys and analysis, prepare reports, and track quality initiatives and action plans.
- ▶ Coordinate newsletters and stakeholder communications, support organizational updates, promote engagement and transparency, and manage social media content for daily activities and special events.
- ▶ Create professional presentations and visual reports to communicate data clearly for Board, leadership and staff.
- ▶ Coordinate staff events, recognition initiatives, education sessions and meetings to support engagement and a positive workplace culture.
- ▶ Administer the online learning platform, coordinate staff training and compliance tracking, generate reports, and support mandatory education aligned with organizational and regulatory requirements.
- ▶ Provide administrative support to leadership, maintain compliant records, and assist with special projects and organizational initiatives.

QUALIFICATIONS, SKILLS AND ABILITIES:

- ▶ Be in possession of a diploma or degree in Business Administration, Health Administration, or a related field.
- ▶ Complete Councillor and Governance Training, Association of Municipalities of Ontario [AMO] or related governance training is considered an asset.
- ▶ Have 2–3+ years of progressive administrative experience, preferably in Long-Term Care or healthcare.
- ▶ Knowledge of the Fixing Long-Term Care Act and the regulatory environment in Ontario is strongly preferred.
- ▶ Have a strong attention to detail, particularly in documentation, minute-taking, compliance tracking and education records.
- ▶ Be fluent in the English language – able to follow both verbal and written instructions. Bilingualism is an asset.

CASSELLHOLME'S COMMITMENT TO YOU

Cassellholme is an equal opportunity employer. We are committed to building a workforce that reflects the communities we serve and to promote a diverse, inclusive, and accessible workplace. We offer employment accommodation across the recruitment process and all aspects of employment consistent with the requirements of Ontario's Human Rights Code. Applicants are encouraged to make their needs known to Human Resources in advance.

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in confidence, via email to: HR@cassellholme.on.ca*

*All applications are to be submitted to the attention of Tiffany Chapman, HR Coordinator
with a cover letter by 4:00 p.m. on July 23, 2026.*

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