

## Administrator, Long-Term Care

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### Who We Are

For over 100 years, The Elliott Community has had the privilege of providing care to citizens of Guelph and the surrounding area. The Elliott offers a range of services to tailor care for each resident at every stage of life, including Long Term Care, Retirement, Life Lease, and Respite Care. As a not-for-profit, charitable organization, we are dedicated to providing the highest quality of life for our residents, The Elliott has a unique philosophy formed on family values.

**It's also an exciting time with 29 new long-term care beds currently being constructed and due to open later this year. We have also recently begun our Butterfly Philosophy of Care journey! Visit our website for more information.**

### Position Overview

Reporting to and partnering with the Chief Executive Officer (CEO), and as a member of the Executive Team, the Administrator LTC, carries the ultimate responsibility for the daily operations of the Home and resident care by overseeing all activities related to the development, implementation, maintenance, and monitoring of the Home's policies, procedures, and staff, in compliance with applicable legislation and industry standards. The Administrator acts as a key strategic partner to the Home, balancing risk mitigation, privacy compliance, and staff engagement, to achieve optimum standards of care, service, and value for our residents while consistently working within budgetary goals and regulatory requirements.

### The Opportunity

An enthusiastic healthcare leader with an established background in Long Term Care. You must have a genuine passion for the well-being of the residents who live in the Home and respect for the professional inter-disciplinary team members providing care. You are collaborative and open, able to provide meaningful support and guide the development of staff utilizing a coaching approach that is consistent with The Elliott Community's values and mission.

On the business side, you have a proven ability to ensure programs, and services are provided within an attentive framework of risk management, resident satisfaction, and steadfast prioritization of resident rights, and physical and emotional well-being. You have a sound operational knowledge of relevant legislation (e.g., Fixing Long-Term Care Act, Personal Health Information Protection Act, Occupational Health and Safety Act, etc.) and demonstrated people management skills, including problem-solving, critical thinking, financial management, and change management.

On the personal side, you have a high level of integrity, confidentiality, and accountability. You have sound analytical thinking, planning, and prioritization, enabling you to manage projects through follow-up, delegation, and personal ownership. You enjoy collaboration and being part of a team. You have strong communication skills and a positive attitude. You can balance multiple priorities simultaneously in a vigorous, sometimes emotional work setting and you have outstanding interpersonal skills which help you influence positive change.

You recognize that your work is relatively high profile and value the comradery of both internal and external working relationships. You draw upon and share expertise with these stakeholders, including the City of Guelph, The Board of Trustees, the Regional Administrators Group, Care Community Leadership team members, the Medical Director, Staff, Attending Physicians, Volunteers, Residents, their families, The Ministry of Long Term Care, Social Service Agencies, Municipal and Health Associations, Public Health Units, and Ontario Health Teams.

### The Ideal Candidate, you have:

- Post-secondary degree/diploma in Health Services, Management, Business or Public Administration, Clinical or related field, or approved equivalent combination of education and experience.
- Must have completed a program in Long Term Care Home Administration that is compliant with the qualifications required to be an Administrator in the Province of Ontario.
- At least 5 years of progressive and proven experience in a managerial or leadership capacity in the health or social sector (Long Term Care preferred).
- Recent Vulnerable Sector Police Records Check.
- Demonstrated knowledge of the Ministry of Health and Fixing Long Term Care Act 2021 and associated Ontario Regulations, Ministry of Labour and Public Health, and other stakeholders.

### What We Offer

- This is a salaried, full-time opportunity, 75 hours biweekly.
- A highly competitive compensation package and regular performance reviews.
- Nation-leading OMERS pension plan participation.
- A comprehensive extended benefit plan.
- A flexible work environment and an opportunity to collaborate with goal-oriented professionals and make meaningful contributions to the lives of our residents.

### How to Apply

If you thrive in a value-based, performance-driven environment and enjoy a challenge, please send your resume and introduction to [humanresources@elliottcommunity.org](mailto:humanresources@elliottcommunity.org)

The Elliott Community is an equal-opportunity employer that values diversity in the workplace. We are committed to building a diverse and inclusive workforce that reflects the diversity of the community we serve. We welcome and celebrate the valuable differences among each of us and accept applications from all qualified persons.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation to participate in the hiring process, please contact us to make your needs known in advance (In compliance with AODA, 2006, Integrated Accessibility Standards 2011, Employment Standards). If you require assistance in completing a job application due to a disability please contact Human Resources directly. Information collected during this process will be used for recruitment purposes only.

As a healthcare institution, our highest priority is the safety of residents, staff, and families. As a result, we are adopting all prevention measures to ensure the safety of our residents, staff, and families. Vaccines are a proven, safe, and powerful weapon in our battle against COVID-19. Now that vaccines are widely available and recognizing that our staff are already vaccinated against influenza and COVID-19, influenza vaccination is an enduring condition of employment for all hires, except when impossible due to legitimate, established exceptions. COVID-19 vaccination status must be consistent with the prevailing definition provided by The Ministry of Health and LTC: a person who has received at least two recommended COVID-19 vaccine doses.