

Position Title: Long Term Care Community Executive Director

Department: Long Term Care, Homes for the Aged
(Lee Manor, Grey Gables, Rockwood Terrace)

Reports To: Director of Long Term Care

Purpose

The Executive Director provides leadership consistent with the mission, vision and values of the organization to the Care Community staff that provides quality resident care in an environment that is safe, comfortable and promotes maximum resident independence, and meets residents' physical, emotional, spiritual and social needs.

Under the direction of the Director of Long Term Care the Executive Director has responsibility for human and labour relations, fiscal performance, continuous quality improvement, risk management, positive community relations and partnerships and compliance with relevant legislation and standard. The Executive Director provides leadership and works to further the strategic plan of the organization and directly supervises leadership positions in their respective Long Term Care Community. It is expected that the Executive Director's decision-making is grounded in a deep understanding of Grey County Long Term Care's COLOUR IT values, and empathy for, seniors' needs in the long term care community.

Responsibilities

- Administers, directs and manages all activities in the home through effective strategic and operational planning, ethical decision making and innovation.
- Ensures compliance to Ministry of Long Term Care Acts and Regulations, Ministry of Labour legislation, Resident's Bills of Rights and the County of Grey's policies and procedures.
- Provides strong leadership which encourages the participation, commitment and contributions of staff that result in the provision of high-quality resident care and the creation of an innovative environment of excellence.
- Is responsible for the protection, control, management and effective utilization of the physical and financial resources of the home, including budget and internal controls.

- Prepares regular reports and provides useful, timely, accurate information to the Director of Long Term Care in order to effectively manage quality, risk and budget, anticipate community issues and new opportunities and make informed decisions.
- Establishes and maintains effective liaison between the Long Term Care Committee of Management, the Medical Director, and staff of the home to ensure that medical care policies are in place that meet residents' needs.
- Works in conjunction with the Leadership Team to implement health related programs, to correct deficiencies, make improvements to the standards of cleanliness, dietary and environmental factors that will influence the residents' health and comfort.
- Prepares annual operating and capital budgets. Recommends changes and improvements to programs and services. Directs operations within budgets that County Council has approved.
- Responsible for effective staffing, recruitment, selection and orientation of staff.
- Facilitates a cooperative and productive labour relations environment.
- Directs regular reviews of programs, services and operations for continuous improvement opportunities.
- Promotes and assists the continued operation of effective and representative Residents' Council and Family Council.
- Promotes effective relationships with families of residents', hospitals, community service organizations and other Long Term Care facilities.
- Plays a leadership role in the delivery of Long Term Care services in the region.
- Establishes and maintains effective liaison with Provincial staff in appropriate Ministries.
- Actively involved in learning new techniques and acquiring new skills and methods for operating a Long Term Care community.
- Responsible for occupational health and safety practices in own position, as a manager and an employee with The County of Grey.

NOTE: All of the above responsibilities are intended to allow maximum independence and responsibility, while recognizing the position must work directly with the Director of Long Term Care to ensure consistency, conformity and efficiency in the overall operation of all County Homes.

Working Conditions

Hours of work are 35 per week with overtime as required to meet the obligations of the position. Works in a relatively high profile. Work is subject to interruption and requests for assistance and interpretation of directives. Work is subject to emotionally loaded situations involving residents, employees and client groups.

Contacts

Internal Working Relationships

Regular working relations with the Director of Long Term Care, Executive Directors, Care Community Leadership team members, Medical Director, Care Community Staff, Attending Physicians, Volunteers, Residents and their families.

External Working Relationships

Represents the Home at a senior level with Ministry of Long Term Care, Legal Counsel, Consultants, Architect, Union Representatives, Suppliers, Social Service Agencies, Municipal and Health Associations, Administrators and Executive Directors of Other Long Term Care Facilities, Public Health Unit, Hospitals, Physicians, Ontario Health Teams.

Key Qualifications

- Post-secondary degree (3 years') or post-secondary diploma (2 years') in Health or Social Services.
- Must have completed a program in Long-Term Care Home Administration that is at least 100 hours in duration of instruction. Possess the qualifications to be an Administrator in the Province of Ontario.
- At least 5 years progressive experience in a managerial or supervisory capacity in the health or social sector (Long Term Care preferred)
- Experience motivating, leading, supervising and/or managing staff in a fast-paced, politically-sensitive, unionized environment.
- Experience in creating, monitoring and maintaining systems to ensure safety, and achieving positive outcomes, of a high standard, in clinical care and services in a Long Term Care home setting.
- Experience in assessing, planning, managing, directing and evaluating operational, financial and management systems and physical resources, including Human Resource management and labour relations.
- Demonstrated knowledge of Ministry of Health and of Long Term Care Homes Act 2007, Ontario Regulations 79/10, Ministry of Labour and Public Health and other stakeholders.
- All applicants must successfully pass the prescribed Vulnerable Sector Check.
- Access to reliable transportation for travel to and from off site meetings, etc.

Impact of Error

The consequence of judgement errors in program development, administration and Management would lead to seriously compromised care for the residents, likely loss of revenue, ill-conceived policy and procedure, and possible personal and corporate liability.