

**The Labdara Lithuanian Foundation is searching for an Administrator
to manage Labdara Lithuanian Nursing Home, a 90-bed facility
at 5 Resurrection Road, Etobicoke ON**

Responsibilities include:

- Managing day-to-day operations of the long-term-care home in accordance with all applicable legislation including fiscal management, strategic planning, risk management/quality assurance and labour relations.
- Planning and implementation of the operating plan of the home with respect to the cultural significance of the home with a strong commitment to serving the community.
- The position may require the Administrator to be available outside of regular day working hours and on the weekend, as needed.
- Ability to prioritize and respond to evolving requirements in patient care, personnel issues and regulatory/legislative demands.
- Recruiting, hiring, supervising and motivating all staff to ensure effective team work for the highest level of care for the residents.
- Ensuring excellent communication with residents, staff, family, the Lithuanian community, CCAC, Ministry of Health & Long Term Care and LHIN.
- Reporting to the management company and ultimately the Board of Directors of Labdara Foundation, preparing monthly reports and attending monthly Board meetings.

QUALIFICATIONS

Adminstrator qualifications as per legislation of the LTCHA 2007

Specifically, must possess the following:

- Current (last 3 months) police checks with VPS (Vulnerable Person Screening)
- Post-secondary degree (3 years minimum) or post-secondary diploma in health or social services (2 years minimum); and,
- Successful completion of the Long Term Care Home Administration or Long Term Care Home Management Program.
- Three to five years managerial experience in the health or social services sector.
- Three to five years managerial experience in a unionized environment.
- Comprehensive knowledge of MOHLTC regulations as well as previous experience in health and safety compliance.
- Demonstrated ability to adhere to financial budgetary restrictions as per the current funding from the Ministry of Health and Long Term Care. Strong fiscal management skills.
- Excellent communication and interpersonal skills.
- Some knowledge and experience working with the Lithuanian community and ability to communicate in Lithuanian would be considered assets provided other qualifications are met.

COMPENSATION

- Competitive compensation package including company paid insured benefits plus pension
- Vacation negotiable

Please respond by Thursday, October 11, 2018 with resume to the following email address: general@assuredcareconsulting.com inserting "Labdara Administrator" in the subject line.

Please note only candidates selected for an interview will be contacted.