



ADMINISTRATOR – TERRACE LODGE

Posting Date: November 9th, 2020

Elgin County is a progressive community of 50,000 residents with idyllic rural landscapes, charming towns and villages and waterfront living. Incorporated in 1852, the County includes the municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, the townships of Malahide and Southwold, and the town of Aylmer.

Terrace Lodge is a municipal long-term care home located in the Township of Malahide, at the edge of Aylmer, Ontario and owned by the County of Elgin. The home provides quality care to 100 residents. Terrace Lodge is committed to creating a caring environment where residents and staff feel safe, respected, and valued. Learn more about Terrace Lodge, Elgin County, and this senior leadership opportunity at www.elgincounty.ca.

Reporting to the Director of Homes and Seniors Services, the Administrator of Terrace Lodge is responsible for the leadership, direction, and management of Terrace Lodge. Key responsibilities include budgeting, providing direction for care and service delivery, and maintaining a safe and healthy workplace for residents and staff. This is a unionized environment.

The municipality is seeking candidates with the following qualifications:

- Undergraduate degree from a recognized university in a related field such as health sciences as well as long term care administration certificate through the CHA or AdvantAge Ontario.
- Five-plus years of progressively responsible senior management experience in public or private long-term care.
- Demonstrated organizational, leadership, financial acumen, problem solving and decision-making skills;
- Proven ability to effectively manage, motivate, and collaboratively work with others; foster trust and respect with all stakeholders;
- Solid understanding of current provincial initiatives, standards, legislation, and requirements for success in the regulatory environment of long-term care.
- Strong verbal and written communication and listening skills;
- Strong computer literacy, including use of Microsoft Office;
- Experience and training in continuous quality improvement and change management an asset; and
- A valid driver's license and regular access to reliable vehicle to perform duties.

Remuneration: \$121,867.20 to \$142,578.80 per year (2020 Salary Range)
Comprehensive Benefits Package including OMERS Pension Plan

Hours of Work: 35 hours per week

Application Deadline: **Friday, November 27th, 2020 at 4:30 p.m.**

To apply for this leadership role, please send a cover letter and resume (in one Word or PDF document) to: jobs@elgin.ca no later than close of business **Friday, November 27th, 2020**. Please specify "Administrator – Terrace Lodge" in the subject line.

We thank you for your interest, although only those selected for interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.