

---

**Job Title: Administrator**  
**Permanent Full-Time**  
**Reference Code: 3517**  
**Closing Date: January 24, 2025**  
**Location: Collingwood, Ontario**

---



## **Position Summary**

The Administrator will provide leadership in the daily operations of the facility to ensure an outstanding level of resident care is maintained and enhanced on a continuous basis. Develop and implement long-term operational plans to ensure all aspects of service delivery are provided in a coordinated and cost effective manner. In collaboration with the Home's management team, Long Term Care programs, other service providers, and community and government agencies, the employee will promote client-centred care premised on choice and dignity offered in a home-like environment. As a valued member of Long Term Care and Seniors Services, the Administrator demonstrates a commitment to Resident Safety by providing quality care in accordance with the organization's mission and vision.

## **Position Requirements**

- A minimum of seven (7) years' experience in progressively responsible related positions, preferably in a long-term care setting.
- A minimum of three (3) years' experience in a senior management position.
- Experience in the leadership and supervision of staff and the administration of employment policies and collective agreements.
- Highly developed knowledge and skills in senior management and health care principles obtained through a certificate in Long Term Care Administration or Management, coupled preferably with a health related degree/diploma.
- Excellent leadership and supervisory skills and ability to interpret and apply employment policies and collective agreements.
- Highly developed interpersonal and communication skills.
- Highly developed planning and organizational skills.
- Highly developed time management and multi-tasking skills.
- Criminal Records Check with Vulnerable Sector Screening that is less than six (6) months old at time of hire.
- As a condition of employment, candidates are required to submit documented results of TB testing, as per Public Health requirements.

## Compensation

\$164,945.00 - \$200,673.00 per annum

In addition to a competitive salary and a rewarding career where you can truly make a difference. The County of Simcoe provides a valuable working environment for its employees and their families. Some of the benefits that the County of Simcoe provides are:

- Pay for Performance
- Competitive vacation package
- Health and Dental benefits
- Short & Long term disability
- Defined Benefit Pension plan
- Employee Assistance Plan
- Maternity/Parental leave top-up
- Mileage reimbursement
- External Training & Conference Opportunities
- Tuition Reimbursement Program
- Professional Association Fees

## To Apply

View the job description in its entirety and submit your application online at <https://simcoe.hua.hrsmart.com/hr/ats/Posting/view/3517>