



DIRECTOR OF CARE
(Golden Manor)
(Competition No.: GM-2026-08)



Posting Date:	February 4, 2026	Closing Date:	February 20, 2026
Department:	Golden Manor	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	No
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary Level 111:	\$132,550 - \$165,687 (2026)	Union:	Non Union

Interviews are tentatively scheduled for March 6, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Under the direction of the Administrator, a Director of Care (DOC) is responsible for the overall quality of care delivered to the residents of the Golden Manor. They establish the vision, and lead and direct the clinical team to ensure that care and services are in compliance with all legislative, regulatory, and organizational standards and requirements. A Director of Care works collaboratively with the other Directors of Care, the inter-professional team, residents and families regarding resident-centred care and related issues. The Director of Care is an integral member of the Management Team and contributes to the establishment and maintenance of a positive and progressive work environment. The Director of Care is required to participate and support the City of Timmins Continuous Improvement Program in order to help foster a culture of operational excellence.

Shared duties amongst Directors of Care

- Oversee the duties, responsibilities, scheduling, and performance of Nursing and other professional staff as assigned;
- In collaboration with the other Directors of Care (DOC), ensure effective day-to-day operations of clinical services including: monitoring of required clinical programs (i.e. Skin and Wound, Continence Care, Pain Management, Fall Prevention, InterRai, Nursing Rehab & Restorative Care), daily management of staffing and resident assignments; probationary evaluation of new hires, and performance management of designated staff;
- Provide counsel, guidance and mentorship of staff performance in areas of non-compliance, ensuring issues are reviewed, addressed and resolved in a timely, effective and efficient manner;
- Provide effective supervision of front-line clinical staff, as assigned, by maintaining an active presence on the units, to ensure care meets compliance requirements under the Fixing Long-Term Care Act (FLTCA), the Residents' Bill of Rights, applicable legislation and regulations, the Golden Manor's and City of Timmins Policies & Procedures, and is according to individual plans of care for residents
- Develop Nursing Department policies and procedures as required, and review annually;
- Co-ordinate all Pharmacy activities within the Home;
- Provide guidance and oversight for the Resident Application and Admission process;
- In collaboration with the Administrator, source, select, and oversee the implementation of electronic clinical, medication administration, scheduling, educational and nursing data software;
- In collaboration with the Administrator establish and provide oversight to service contracts;
- Review/report incidents and resident care issues related to staff performance; conduct investigations, debrief and report to the Administrator and to the MOLTC Critical Incident System as required;
- In collaboration with the Management Team members, develop and implement resident care-related continuous improvement (CI) projects as per the City of Timmins CI Program;
- In collaboration with the Quality Coordinator, develop, implement and evaluate the annual Quality Improvement Plan (QIP) as required by Health Quality Ontario;
- In collaboration with the Quality Coordinator, actively engage and lead the team in activities related to the Accreditation process within the Golden Manor;
- Responsible for the recruitment, development, training, and evaluation of nursing and other professional staff;
- Identify opportunities for staff development, and the development/implementation of an annual education plan;
- Participate in labour/management committee meetings, grievance procedures, and negotiations;
- Participate on local, regional and provincial teams and committees as requested by the Administrator;
- In collaboration with the Administrator and Finance Department, identify resource requirements, and prepare and administer the budget for the Nursing Department, including variance analysis and planning;
- In collaboration with the Redevelopment Team, actively participate in the planning and development of operational, activation and clinical staffing plans for the Golden Manor Redevelopment project as requested;
- Implement, oversee, and evaluate all required programs and maintain compliance with all requirements of the FLTCA;
- Investigate, document and monitor staff injuries and manage return to work programs for injured workers in collaboration with Health and Safety Representatives;
- Participate on the Supervisor's after hour call roster.

Qualifications

- University Bachelor's Degree in Nursing required;
- Current registration in good standing with the College of Nurses of Ontario;
- Minimum five (5) years of nursing experience with at least one (1) year in a Geriatric setting, preferably in long term care;
- Experience in a Management capacity with at least three (3) years of demonstrated supervisory experience;
- Excellent knowledge of the Long-Term Care Homes Act and Regulations;
- Experience in and excellent knowledge of conflict management/resolution
- Excellence in interpersonal and communication skills;
- Excellent organizational and change management skills; knowledge of Continuous Improvement methodologies;
- Demonstrated proficiency with Microsoft Office Suite and nursing data software; knowledge of InterRai is an asset;
- Current and clear Criminal Record Check with Vulnerable Sector screen required.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **February 20, 2026**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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