

Lambton County

Caring, Growing, Innovative

Administrator



Job Number:	J0817-0551
Job Title:	Administrator
Position Status:	Full Time
Union:	Non-Union
Division:	Long-Term Care
Facility:	North Lambton Lodge
City:	Forest, Ontario, Canada
Number of Positions:	1
Hours of Work:	Monday to Friday, 8:30am to 4:30pm
Wage Rate:	\$51.61 - \$60.91/Hour
Date Posted:	August 21, 2017
Closing Date:	August 27, 2017
Starting Date:	September 18, 2017

The County of Lambton is an urban-rural area in southwestern Ontario that is home to over 126,000 residents. The Corporation's seven divisions operate programs and services for the residents of Lambton County such as land ambulance, provincial offences court, three Long-Term Care Homes, 26 library branches, two museums, an art gallery, archives, local roadways, public health services, housing services, social services, building services and planning and development services. Lambton County is a community dedicated to economic growth, environmental stewardship and an enhanced quality of life through the provision of responsive and efficient services and collaborative efforts with its municipal and community partners.

POSITION OVERVIEW

The Administrator position is responsible for the operation of the designated Home by ensuring that an efficient program of care exists for its residents and community program participants. This role also manages the implementation, coordination and evaluation of programs and services within the Home.

DUTIES AND RESPONSIBILITIES

Management of the Home:

- Oversee the activities of the departments and ensures that the services are in accordance with County policies and strategic direction as well as the Ministry of Health Long-Term Care (MOHLTC) and collective agreements
- Responsible for the safety and wellbeing of staff and clients, ensuring that all regulations, guidelines, legislation etc., are followed (i.e. Worker's Compensation Act, Occupational Health & Safety Act, PHIPPA, MOHLTC)
- Ensure accurate statistical, medical, personnel and other records are maintained and up to date
- Ensure that staff is meeting specific mandates, goals, objectives and performance
- Type, copy and distribute departmental correspondence, reports, policies, etc.
- Prepare monthly written reports on the activities and issues in the home on a monthly basis

Human Resources Management:

- Assist with appropriate supervisory staff in the hiring, disciplinary procedures and termination in accordance with County policies and procedures
- Complete annual performance reviews for assigned staff; ensure staff complete annual

performance reviews in a timely manner

- Handle as required staff complaints, resident issues, grievances and/or other Labour Relations disputes
- Act as appropriate hearing step in the grievance procedure and as a member of the Labour Management team when required
- Participate in the collective bargaining process

Report Preparation & Analysis:

- Annually evaluate the operation of the department and report the results achieved
- Manipulate, analyze and generate reports that are sent to the Strategic Leadership Team for review
- Prepare financial data reports and analyze information (i.e. Operating Budgets & Capital Expenditure Programs)

Budget/Finance:

- Develop, prepare and recommend operating budgets and capital expenditure programs to the General Manager, Long-Term Care Division, in consultation with the supervisors
- Ensure corrective action is taken to achieve budget targets
- Monitor the Home's budget and develop monthly variance analysis
- Ensure purchases are made in accordance with county policies and procedures.

General:

- Incumbents must keep up-to-date on all relevant legislation, collective bargaining agreements, County Policies and Procedures, etc. ensuring that these are implemented as prescribed
- Incumbents must possess the physical ability to meet the duties and responsibilities of the job description and/or the requirements identified within the position's Physical Demands Analysis

These describe the general nature and level of work being performed by the incumbent in this classification. They are not an exhaustive list of all job duties in the classification. Other duties may be assigned.

Supervision Requirements

Direct Supervision: Director of Nursing and Personal Care, Nutrition/Environmental Services Supervisor, Environmental Services Supervisor, Recreation and Leisure Supervisor, Confidential Support Services Clerk, Receptionist/Comfort Trust Clerk, Office Clerk I, Quality Improvement coordinator, Social Worker MSW (lead), Social Worker BSW

Indirect Supervision: None

Functional Authority: None

QUALIFICATIONS

Minimum Formal Education:

- 3 year Bachelor's Degree in Health Sciences or related field
- Has successfully completed a program in long-term care home administration or management that is a minimum of 100 hours in duration of instruction time.

Experience:

- 5-6 years experience in a senior management position, in a health or social services sector preferably in Long-Term Care.
- Comprehensive understanding of appropriate federal, provincial and municipal legislation and regulations related to Long-Term Care Homes
- Possess diplomacy, tact and communication (verbal and written) skills

A valid Ontario Driver's Licence and use of a vehicle.

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your needs. This information is available in an alternative format upon request, to accommodate individuals with a disability. Although we appreciate all applications, only those selected for an interview will be contacted.

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