

# Job Posting - Administrator

## Summary

This exciting new leadership role works in close collaboration with the Fairview Executive Director, providing day-to-day operational oversight for the newly constructed Long-Term Care Home in Cambridge, Ontario. Your main responsibilities include, but are not limited to, managing staff, overseeing financial performance, and directing the allocation of operational and capital resources and operations for all departments. In consultation with the Executive Director, you will develop the Home business plan, capital, and operational budgets. The Administrator manages the operations of the Home according to the current legislation, regulations, and requirements of all governing or oversight bodies, as well as the Organizational strategic plan.

## Responsibilities

Include, but not limited to, the following:

- Demonstrated experience in coordinating strategic and engagement-planning initiatives
- Efficiency in project management
- Experience with budget preparation and management
- Proven experience with resource management
- Effective leadership skills, with a strong focus on mentoring and motivation of employees
- Experience with coaching and development of management-level employees
- Intuitive grasp of organizational structure in order to manage cross-departmental and cross-disciplinary resource allocation
- Ability to delegate, set expectations, and monitor progress of all direct reports
- Identify issues and implement creative and strategic solutions to overcome problems.
- Ability to plan, organize, develop, implement, and interpret goals, objectives, and policies.
- Supervise and motivate a team to achieve and, where possible, exceed their goals
- A well-defined sense of diplomacy, including solid negotiation, conflict resolution, and people management skills
- Dedication to safety measures and best practices
- Promote diversity, equity and inclusion practices through our Kindness Initiatives
- Other duties as assigned

## Qualifications

- Minimum of 3 years' experience in Senior Living, with long-term care experience a string asset.
- Minimum of a 3-year degree or 2-year diploma from a recognized post-secondary institution
- Completed or enrolled in a long-term care administration management course that is a minimum of 100 hours of instruction time is required
- Comprehensive knowledge of MOHLTC regulations (Fixing Long-term Act 2021)
- Experience in labour relations, fiscal management, strategic planning and risk management
- Excellent communication and interpersonal skills to effectively engage with internal and external stakeholders
- A proven track record in a senior leadership position is a strong asset
- Proficient in MS Office, PointClickCare, and other software applications and products

**Our offer to you**

- Culture of Kindness.
- Competitive Salary along with extensive Health, Wellness and Dental Benefits.
- Pension program where we match contributions and invest in your future.
- Professional growth and skills development, including assistance with tuition.
- Awards and recognition programs and team appreciation events

**Salary**

In addition to a salary of approximately \$95,000, we offer an extensive health and benefits package along with a contribution matching pension plan. The final compensation offered may vary based on a variety of factors, including a candidate's experience, skills and location. Fairview is committed to providing a fair, equitable and competitive package that reflects the value an individual brings to the organization

Please note, all applicants must be located in Canada and legally entitled to work in Canada. Employment is contingent on receipt of an acceptable current criminal reference check, which includes a vulnerable sector screen, proof of vaccination(s) against COVID-19, screening for tuberculosis, and two (2) supervisory references that are satisfactory to the Employer.

Fairview is an equal opportunity employer and will accommodate individuals with disabilities through each stage of the recruitment process. Should you require an accommodation, please let us know.

To ensure that your resume is successfully submitted, please put your cover letter, resume and any other information into ONE document and have a unique file name such as yourname.doc. We can accept resumes in the following formats: .doc, .docx or pdf files.

We thank all applicants for their interest. However only those selected for further consideration will be contacted. No artificial intelligence is used during the hiring process.

Please direct all inquiries and resumes via email no later than July 16, 2025 to;  
Marius Lamprecht, Chief Operating Officer [mlamprecht@fairviewmh.com](mailto:mlamprecht@fairviewmh.com)