

Golden Dawn Senior Citizen Home

Administrator

Job Posting



The Golden Dawn Senior Citizen Home manages a 45-bed long term care facility in Lion's Head, Ontario. Our non-profit home is an integral part of the vibrant community on the Bruce Peninsula. Reporting to the Board of Directors, the Administrator is responsible for providing high quality care to all residents, while maintaining a positive environment for staff, residents and their families.

In this critical role for the Home, the Administrator will:

- Provides day-to-day operational overall leadership and oversight in the Home to ensure that resident's goals and objectives are achieved
- Manage all human, financial and physical resources for the various departments
- Recruit team members and aid in their professional development by fostering an environment focused on knowledge sharing and skill building
- Take part in the lives of the residents, their families and the local community to share the mission, vision and values of the LTC facility
- Collaborate in the budgeting process and manage the facility within the budget while overseeing the accounting operations
- Maintain a system of care assessment, planning, implementation and evaluation at the resident and unit program level

Our preferred candidate will bring the following to this role:

- Must be a Registered Nurse, with a Bachelor of Science in Nursing preferred
- Current, valid membership with the College of Nurses of Ontario
- Long Term Care Administrator's Certification (completed or enrolled)
- At least 5 years of working experience in a managerial or supervisory capacity in the health or social services sector
- Experience in a unionized work environment
- Demonstrated leadership and communication skills
- Superb organizational, time management and multi-tasking skills

- Customer-focused attitude, with an emphasis on building and maintaining relationships with residents and their families
- Ability to generate creative solutions and new approaches to daily challenges
- Knowledge of Occupational Health and Safety practices, Employment Standards Act principles and applicable LTC legislation
- Sound knowledge of accounting principles, financial aptitude and applicable legislation

To learn more about our facility, please visit our website at www.goldendawn.ca

To discover all that our region has to offer for social, recreational and community activities on the Bruce Peninsula, please visit www.thebrucepeninsula.com

Interested applicants should apply by sending their cover letter and resume to the attention of Dr. Brian Taylor, Chair of the Board of Directors at doctay53@gmail.com

Deadline for applications is September 20, 2025.

We would like to thank all applicants for their interest in joining the Golden Dawn. Only those applicants selected to move forward in the recruitment process will be contacted.