

ADMINISTRATOR/DIRECTOR OF CARE

Toronto Finnish-Canadian Seniors Centre, Suomi-Koti

Organization Background:

In 1982, five Finnish congregations envisioned a Seniors' Residential Complex including Nursing Home facilities. The Toronto Finnish-Canadian Seniors Centre (Suomi-Koti - which means Finnish Home) opened in 1987 with rental and life-lease apartments, and in 1992 a 34-bed Nursing Home was added to provide care for seniors with Finnish roots who are no longer able to care for themselves.

Suomi-Koti is located in the beautiful mid-Toronto neighbourhood of Leaside. Our employees consistently report that they love working at Suomi-Koti.

The Mission of Suomi-Koti is to be dedicated to provide excellence in compassionate multi-level care and services, housing and activities for the Finnish community.

Position Summary:

The Administrator/Director of Care at Suomi-Koti supports and embraces our resident-centred ethnic culture and will be proud to deliver the highest quality of personal and nursing care to our residents, ensuring that the Nursing Home is a positive environment for residents, their families and the entire staff.

As a key member of our leadership team, reporting to the Executive Director, the Administrator/DOC is pivotal to the day-to-day operations of our home. The Administrator/DOC provides sensitive, effective leadership, exercising critical thinking and establishing goals and objectives that align with the mission, vision and values of Suomi-Koti.

Qualifications:

- Long Term Care Administrator (LTCA) Certificate
- Current certificate of competence from the College of Nurses of Ontario and in good standing
- Comprehensive knowledge of nursing and health care practices and techniques
- At least 3 years working experience in a managerial or supervisory capacity in a long term care or other healthcare setting
- Willingness to participate in continuing education in good management skills and practices
- Experience working in a unionized work environment is an asset
- Knowledge of basic accounting principles and applicable legislation
- Superior human relations/communication skills to effectively, respectfully and compassionately handle a variety of interactions with residents, families, staff members and the public
- Understanding and appreciation of Finnish culture

Major Responsibilities:

- Manages the Long Term Care (LTC) Home in accordance with legislative requirements.
- Provides leadership in the establishment and implementation of policies and procedures for the various departments of the LTC Home to ensure a high level of medical, physical and emotional care for the residents and an effective, respectful operating environment for employees. Interprets policies and procedures to nursing staff, residents, families, medical staff and other departments or service providers as necessary.
- Provides leadership in the achievement of the LTC Home's objectives in providing care to residents. Assumes ultimate responsibility for providing and monitoring the level of care and comfort of residents.
- Selects, develops and positively motivates LTC staff and monitors performance to assure a high level of productivity and the best use of current capabilities, as well as to provide for the LTC Home's future management needs.
- When requested, attends board meetings.

- Assists and supports the budgeting process and manages the operation of the LTC Home within the budget. Makes recommendations to the Executive Director for additional equipment for capital expenditures outside of budget and, upon approval, arranges for purchase. Is responsible for the availability and maintenance of nursing and programme supplies and ensures that equipment is in working order.
- Participates with the Executive Director in negotiating and/or negotiates contracts for outside services as required for the LTC Home with the approval of, and in consultation with, the Executive Director.
- Chairs and/or participates in committees related to resident care and operation of the LTC Home.
- Effectively, sensitively and compassionately solves personnel grievances and unit problems in consultation with the Executive Director.

Salary:

- Competitive compensation commensurate with experience.

To Apply:

Interested candidates should email their resume and cover letter in confidence to:

HR@suomikoti.ca

Deadline: October 15, 2025

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Careers is a job posting service for AdvantAge Ontario full members. To advertise a position, email careers@advantageontario.ca. All listings are subject to editorial review.

**APPLICATION FORM FOR POSITION OF ADMINISTRATOR/DIRECTOR OF CARE
SUOMI-KOTI TORONTO**

Name:_____

Mailing Address:_____

E-Mail:_____

Daytime Telephone Number:_____

Post-Secondary Degrees/Diplomas:_____

Do you have a LTCA Certificate?_____

How many years experience do you have in Long Term Care?_____

Please list the organizations you have worked for, including your title and dates of employment:_____

Salary Expectation:_____

Please print, complete and email this application form, along with your cover letter and resumé, by OCTOBER 15, 2025 to:

HR@suomikoti.ca

Thank you for your interest. You will be contacted if you are selected for an interview.