

## **Executive Director, Wellbrook Place West – Partners Community Health**

**Reports To:** Director of LTC Operations, Quality and Risk

### **Position Summary**

PCH is seeking an **Executive Director for Wellbrook Place West**. Reporting to the Director of Long-Term Care Operations Quality and Risk; the Executive Director of Wellbrook Place West would lead and oversee the operations of the Home. This position would ensure the care, well-being and experience of the residents and their families in accordance with legislative requirements in collaboration with the Director of Care and providing guidance to the interdisciplinary team. This role will ensure the development of diverse and inclusive teams to support strong decision making and foster a culture of belonging to better serve our community. In addition, the Executive Director manages human, financial, and physical resources efficiently while fostering a culture of excellence, compassion, and accountability. This position holds ultimate responsibility for resident care, staff leadership, and operational performance.

### **Key Responsibilities**

#### **Leadership & Operations**

- Lead daily operations to ensure consistent delivery of high-quality, resident-focused care.
- Collaborate with senior management to establish and review the Home's mission, vision, and values.
- Participate in the development and implementation of annual strategic goals and objectives.
- Provide leadership to all departments, promoting teamwork, accountability, and open communication.
- Oversee compliance with all legislation, regulations, and accreditation standards.
- Support Department Heads in interpreting collective agreements and addressing HR, legal, and operational matters.
- Recruit, develop, and performance manage key leadership staff.
- Promote a resident-centered care philosophy and quality improvement initiatives

#### **Financial & Resource Management**

- Participate in the preparation and oversee operating and capital budgets, ensuring fiscal responsibility and efficiency.
- Monitor monthly expenditures and financial performance.

- Identify funding opportunities and lead new funding initiatives.
- Partner with the Director of LTC Operations, Quality and Risk on capital priorities and long-term planning.
- Ensures adequate and appropriate staffing to provide high quality services to residents within the community.
- Hires, deploys, coaches, develops, and evaluates a management team to ensure a strong, effective, and efficient multi-disciplinary team
- Supports the development and implementation of effective internal budgeting, expenditure, inventory control system for the home and efficient and responsible use of resources

### **Quality, Risk & Compliance**

- Lead the Home's continuous quality improvement initiatives.
- Identify and manage areas of risk, including resident safety, privacy, and workplace health and safety.
- Review incident reports, investigations, and corrective actions.
- Ensure the Home remains compliant with all statutory and regulatory requirements.

### **Community Relations & Advocacy**

- Serve as the Home's representative, promoting a positive image within the community.
- Build relationships with residents, families, partners, and external agencies.
- Participate in external committees and influence policy decisions at the Ministry of Long-Term Care, Ontario Health, and OLTC.

### **Qualifications**

- Degree (minimum three years) in health or social services.
- A Long-Term Care Administrator (LTCA) certificate (Required)
- Proven leadership experience in long-term care (preferred)
- 5-10 years of management experience in long-term care or a community-based organization
- Strong written and verbal communication skills.
- Working knowledge of financial management, electronic health records, and applicable legislation.
- Experience in labour relations and human resources management.
- Demonstrated project management and problem-solving skills.
- Comprehensive understanding of privacy legislation (PHIPA) and information management practices.
- comprehensive knowledge understanding of the Fixing Long Term Care Homes Act.

- Compassionate leadership style that values teamwork, empathy, and resident well-being.
- Ability to foster a culture of accountability, learning, and continuous improvement.

### **Additional Requirements:**

- Current Vulnerable Sector Check (within 6 months) or willingness to obtain one.
- Documentation of TB testing or chest X-ray (within 6 months) as per Public Health requirements.
- Proof of required vaccinations (employer strongly recommends staying up to date).
- Two supervisory references.

### **Core Competencies**

- **Leadership Presence:** Models integrity, emotional intelligence, and professionalism.
- **Teamwork & Collaboration:** Builds trust and alignment across departments.
- **Developing Others:** Coaches and mentors to build capacity and engagement.
- **Service & Quality Focus:** Prioritizes safety, quality, and resident satisfaction.
- **Strategic Thinking:** Aligns decisions with organizational goals and long-term vision.
- **Accountability:** Sets clear expectations and delivers measurable results.
- **Resource Management:** Manages people, budgets, and assets effectively.
- **Conflict Resolution:** Fosters open communication and resolves issues constructively.

### **Join Our Team**

If you are a compassionate, strategic, and results-driven leader passionate about improving the lives of seniors and leading teams to excellence, we invite you to apply for the Executive Director role.

*PCH is an equal opportunity employer and is committed to Equity, Diversity, Inclusion and Anti-Racism. We believe diverse and inclusive teams support strong decision making, fosters a culture of belonging and allows us to better serve our people, residents, and community. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the [Ontario Human Rights Code](#), we are committed to providing accommodations and will work with employees to meet their needs through the recruitment process. If you are a person with a disability and require assistance during the application process, please let us know. We embrace an inclusive work environment and welcome members of all backgrounds, experiences, and perspectives to apply.*

To learn more about PCH, visit our website here: <https://partnerscommunityhealth.ca/>  
To learn more about Wellbrook Place, the new long-term care homes and seniors hub, click here: <https://www.partnerscommunityhealth.ca/wellbrook-place/>

*Applicants must be eligible to work in Canada. We would like to thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.*