



LTC Administrator (The Grove)

Permanent Full-Time

#NONU-2025-20

Arnprior Regional Health is a 140-bed multi-site healthcare organization, located less than 30 minutes west of Ottawa, and providing care across the continuum of Hospital acute care, Long-Term care and Community-based services. With an annual operating budget exceeding \$50 million, the corporation has over 400 staff, 200 volunteers, and a growing number of over 50 medical staff providing exemplary care. Noted for being a progressive and innovative organization, our organization has been awarded and recognized for our efforts to improve our workplace in ways that contribute to quality of work-life and the quality of the care and services we deliver to our patients, residents and clients.

Arnprior Regional Health is currently seeking a **Long-Term Care Administrator**. The LTC Administrator is responsible for the strategic and operational leadership of the Grove Long-Term Care Home and Community Programs (Adult Day Program, Assisted Living, Seniors Active Living Centre). The incumbent will oversee the daily administration and management of the **96 bed LTC Home**, ensuring compliance with all applicable legislation and reflecting the Home's commitment to a safe, secure and resident-focused environment.

This position reports to the President & CEO of Arnprior Regional Health.

Roles & Responsibilities:

- Leads an interdisciplinary team of Managers and front-line employees, to achieve organizational goals and objectives, including implementing the corporate strategic plan and facility operational plan.
- Leads home wide quality improvement and risk management activities using evidence based best practices.
- Implements the risk management program and processes to monitor, evaluate and improve the quality of services including performance indicators, measures and outcomes.
- Ensures the provision of quality resident care through the delegation of appropriate functions to the department heads and where appropriate, seeks assistance from Ministry of Health and other consultants to upgrade the operation of the LTC home.
- Ensures that the facility meets or exceeds all requirements of the Fixing Long-Term Care Act (FLTCA), Ministry of Long-Term Care, along with all other Provincial or Municipal Statutes and Legislation which influence the operation of the LTC home.

- Ensures the implementation of an annual operating budget that allocates sufficient capital to provide appropriate dietary services, staffing, activity programs, maintenance programs, etc and ensure effective use of physical, financial and human resources.
- Maintains, tracks and analyses resident complaints including concerns from Resident Council and Family Council. Ensure a timely response from all departments.
- Ensures that an appropriate accounting system is maintained, including payroll, account receivable and accounts payable procedures.
- Ensures effective labour relations in the home and participates in labour management, grievances, mediations, arbitrations and negotiations.
- Reviews and provides feedback to adjust corporate policies.
- Liaises with other departments, the Ministry of Health Officers, physicians, representatives of other health care facilities and families/responsible parties.
- Understands, implements and enforces compliance with the Occupational Health and Safety Act, Workplace Safety and Insurance Act, and applicable policies and procedures. This includes recognizing health and safety hazards, reporting incidents, disability management, fulfilling responsibilities under the applicable legislation, as well as participating in in-services and fire drills and complies with all relevant corporate policies and procedures.

Qualifications for this position include:

- Successful completion of a program in long-term care home administration or management that is a minimum of 100 hours in duration of instruction time, or is enrolled in such a program and successfully completes the programs within 24 months of being hired as an Administration and has;
 - (i) a post-secondary degree, diploma or certificate from a program that is minimum of three years in duration from an Ontario post-secondary institution
 - (ii) a post-secondary degree, diploma or certificate in health or social services or a related field from a program that is a minimum of two years in duration from an Ontario post-secondary institution, or
 - (iii) a post-secondary diploma, degree or certificate granted in another jurisdiction that, in the reasonable opinion of the licensee, is equivalent to a degree, diploma or certificate described in subclause (i) or (ii). O. Reg. 178/24, s. 18.
- If a Registered Nurse, is in good standing with the College of Nurses of Ontario.
- Minimum five years demonstrated experience in an managerial/supervisory capacity//director/executive role, in the long-term care sector or related seniors' services, or in health, social services sector, or in another relevant setting, including demonstrated experience in a unionized environment, management of human resources, budget administration and nursing program delivery.
- Strong knowledge of the FLTCA and Regulations and Ministry Long Term Care Directives.
- Knowledge of community programs such as assisted living, adult day programs, seniors' centres.

- Leadership competencies including operating strategically, managing complex problems, financial management, ensuring accountability, resident focused, fostering collaboration, cultivating engagement, establishing, and maintaining trust and effective communication.
- Satisfactory Police Vulnerable Sector Check.

Salary range: \$128,830.62 – \$145,000.00

Applications will be accepted up to and including December 14, 2025

Please apply by email to: careers@arnpriorhealth.ca

Please note that according to ARH COVID-19 Immunization Policy, all applicants must be fully vaccinated unless they can provide proof of a valid medical contradiction or exemption on the basis of protected grounds under the Ontario Human Rights Code.

ARH is an equal opportunity employer committed to meeting needs under the Canadian Charter of Rights and Freedom, the Ontario Human Rights Code, and the Accessibility for Ontarians with Disabilities Act. Applicants requiring accommodation should contact Human Resources at (613) 623-3166.

While we thank all who apply, only those selected for an interview will be contacted