



Associate Director of Resident Care

Long-Term Care Division | Linhaven Home – St. Catharines, ON

Temporary, Full-Time

Organization Background:

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, [Diversity, Equity and Inclusion - Niagara Region](#), Ontario or email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

For the Region's full employee equity statement, [Working at Niagara Region - Niagara Region, Ontario](#).

While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds to apply. Our recruiters will evaluate your suitability for the role.

Position Summary:

Reporting to the Director of Resident Care, the Associate Director of Resident Care, in consultation with the Director of Resident Care, is responsible for providing safe, resident focused, quality nursing services in the Long-Term Care Home to residents, while ensuring compliance with Ministry, legislative, and corporate expectations.

Education:

- Must hold a current certificate of registration with the College of Nurses of Ontario at least at the Registered Nurse level
- Post-Secondary degree in Health Services or Administration

Knowledge:

- At least 3 years of current related experience in a Long-Term Care Home
- At least 3 years of current related experience in management.
- Demonstrated leadership and communication skills is preferred.
- Knowledge of computer software applications, including word processing and spreadsheets, preferably Microsoft Office applications.
- Knowledge of electronic documentation software
- Knowledge of the Ministry of Health and Long-Term Care Homes Act and Regulations; Occupational Health and Safety Act; and the Accreditation Process

Responsibilities:

Manage the Nursing department in consultation and collaboration with the Director of Resident Care (50% of time).

- Supports/facilitates all nursing related issues in the Long Term Care Home.
- Supports/facilitates the medication administration program, monitoring drugs and narcotics to ensure their control and safekeeping.
- Assists staff in resident care in times of emergency to instruct staff on improving care methods or when assistance is required by staff
- Supports and facilitates the implementation and evaluation of mandatory programs under the Long Term Care Act including skin and wound, falls, pain, restraints, and continence
- Provides leadership to all areas of the nursing department in line with the divisional operations plan and strategic directions, Departmental and Corporate priorities, and the Council Business Plan.
- Supports/facilitates the Continuous Quality Improvement Program of the Home by completing Inspection Protocols, indicators, annual program evaluations, balanced scorecard, and participating in Accreditation related activities. Identify areas for improvement and implement initiatives.
- Supports/facilitates the coordination of the ordering, inventory management, distribution, and appropriate and safe use of supplies and equipment for the nursing department.
- Chairs/attends various meetings as required
- Supports/facilitates the infection control program for the nursing department

- Leads staff education sessions on a variety of topics, designed to meet legislative compliance requirements and improve staff skill levels.

Adherence to legislation/policies and procedures in consultation and collaboration with the Director of Resident Care (15% of time):

- Supports/facilitates that policies and procedures are established, implemented, revised, and adhered to for the nursing department
- Supports/facilitates systems and processes that ensure the nursing department is compliant with all elements of the Long Term Care Act and other relevant legislation
- Maintains an active presence in the home to ensure the safety and quality of service provision, adherence to policies and procedures, and the effectiveness of systems and processes.
- Supports/facilitates risk management related activities for the nursing department to optimize resident safety and mitigate risk related to training, physical plant, equipment, systems and processes, regulations and legislation.
- Supports/facilitates compliance in clinical documentation and care planning procedures and various applicable college standards. (eg. College of Nurses, College of Physicians)

Manages people resource planning for the division or operating unit, determining ideal organizational structures, identifying desirable role and skill mix requirements and ensuring ongoing work quality and deliverability of results (15% of time).

- Enables results with the organization's human capital strategy to foster employee engagement.
- Directs and provides leadership for the activities and coaching of direct reports, providing work direction, setting priorities, assigning tasks/projects, determining methods and procedures to be used, resolving problems, ensuring results are achieved, and managing staff recruitment, performance, and skill development activities
- Ensures alignment and coordination of activity and quality of output between teams under their direction
- Ensures focus is service excellence, communication/transparency, innovation, and data integrity and work flow integration.
- Ensures staff has the information and resources to make successful plans and decisions.
- Ensures all people related issues, including recruitment, grievances and labour relations issues, are aligned to HR and Corporate standards and practices.
- Helps to break down barriers to employee success, ensuring collaboration and cooperation with other teams within their division and department
- Ensures Occupational Health & Safety policies, programs and practices are implemented, and maintained. This includes workplace inspections, monitoring, accident reporting and investigations, and ensuring any observed hazards or lapses in the functioning of OH&S processes, and other OH&S concerns are responded to promptly.
- Ensures all individuals under supervision have been informed of hazards and instructed on the necessary risk control and emergency response measures

Develops, manages and administers annual and multi-year Capital and Operating budgets for the division, ensuring support of Council's objectives, financial transparency and accountability, budget adherence, identifying and explaining variances, and financial reporting is effectively managed in compliance with corporate financial policies (5% of time)

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.

- Authorize, and administer the acquisition of goods and services for the operating unit and direct reports in accordance with the procurement policy and procedures

Build Relationships (15% of time):

- Meets with residents, and/or families to resolve concerns related to the nursing department
- Represents the Home in Provincial, Regional, and community planning forums or meetings (eg. CCAC, OANHSS)
- Promotes the Home's image in the community through various methods such as liaison with community organizations, public speaking.
- Supports/facilitates relationships in the nursing department to ensure all involved are working as "One Team".
- Supports the other managers and Administrator in the Long Term Care Home as needed, in projects and initiatives aimed at improving resident care standards and the operation of the Home.
- In absence of the Director of Resident Care, provides management support
- Collaborates with the interdisciplinary team and peer managers at the other seven Niagara Region Long Term Care Homes.
- As needed, provides meaningful work experiences for student placements. May be involved in evaluating performance.
- Manages various contracts related to the nursing department. (eg. Lab, Pharmacy)
- Consults with professional staff and agencies to deliver the appropriate services to meet the nursing department's needs.

Salary: \$100,640.00 - \$118,400.00/year

Special Requirements

- In accordance with the Corporate Criminal Record Check Policy, the position requires the incumbent to undergo a Criminal Records Check and submit a Canadian Police Clearance Certificate for the vulnerable sector.
- This position requires the incumbent to undergo and pass a Tuberculosis screen as required by the corporation.
- This position must maintain the ability to travel in a timely manner to other offices, work locations, or sites as authorized by the Corporation for business travel.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values of service, honesty, choice, partnership and respect.

To Apply:

If you are looking for an opportunity to use your leadership expertise and grow your career with a progressive organization, please view the full advertisement, requirements and apply online at www.niagararegion.ca – (Job Opening #44371), before midnight on February 12, 2026.

Deadline: February 12, 2026

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.