

Administrator

Regional Municipality of Durham – Services for Seniors and Long Term Care Division

Organization Background:

The Region of Durham's Long Term Care and Services for Seniors Division owns and operates four long term care homes: Fairview Lodge in Whitby, Hillsdale Estates and Hillsdale Terraces in Oshawa and Lakeview Manor in Beaverton. A fifth home, Seaton Village located in Pickering, is currently under construction and is set to open in the very near future.

Position Summary:

We are seeking an experienced, visionary, and highly collaborative Long Term Care Home (LTCH) Administrator to lead the successful opening and ongoing operation of our brand-new 200-bed long-term care home located in North Pickering. Reporting to the Director, Long Term Care and Services for Seniors, this is a unique opportunity to shape organizational culture from the ground up, establish high-quality resident care systems, and build strong relationships with staff, families, and community partners.

Qualifications:

- A post-secondary degree in Health Sciences, Health Administration, Gerontology, Management or a related discipline, or an equivalent combination of education and experience
- Progressive management experience with at least several years experience in a senior management role in long term care; preference will be given to those who have several years of experience as an Administrator of a long term care home and experience leading the opening of a new home involving new beds, newly recruited staff, and full operational start up responsibilities
- Certification as a Long Term Care Administrator from the OLTCA or AdvantAge Ontario
- Knowledge of MLTC Standards, Continuous Quality Improvement, Labour Relations Act, Collective Agreements and Regulated Health Professionals Act
- Ability to cultivate a respectful, and bias aware team culture
- Knowledge of accreditation standards and process
- Strong mentoring, leadership, conflict management and labour relations skills
- Demonstrated experience with financial, accounting and budgetary functions
- Exceptional communication, analytical and organizational skills
- Experience chairing and participating in various Boards/Committees in long term care
- Strong communication, presentation and report writing skills
- Proficiency in software applications such as MS Office

Major Responsibilities:

- Lead the execution of the occupancy plan for the new LTC home and coordinate with development team, facilities and other Ministry and Regional partners to ensure the licensing requirements are met and the building is prepared for resident admission

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.

- Participate in the recruitment, onboarding and training of the initial workforce, fostering a positive, inclusive culture from day 1
- Lead the Home's interdisciplinary team in the delivery of quality care and services for our residents and staff
- Develop new programs to meet the changing needs in service and improve quality of life for our residents
- Liaise and consult with families, residents, staff, elected officials, community and key stakeholders to address current and future care issues within the Home
- Develop, manage and coordinate the Home's budget
- Effectively manage the financial, human and physical assets of the Home
- Inform, respond and provide written reports and information to the Director, LTC and Services for Seniors, Senior Management, Regional staff and Regional Committees and/or Council relating to current and future health care issues
- Ensure compliance with Ministry of Long Term Care (MLTC) standards and legislation in order to provide safe, quality care to our residents
- Lead, participate in and implement the Home's operational planning process while ensuring alignment with the Divisional Strategic Plan
- Represent the Home and the Division on internal and external working groups

Salary:

- \$145,853 to \$182,316 per annum

Other:

The successful candidate will be required to provide a satisfactory Police Vulnerable Sector Check dated within two (2) months from date of hire. Additionally, tuberculosis screening will be required in accordance with the FLTC Act (O.Reg. 246/22). Proof of education, qualifications and any other job bona fide requirements will also be collected.

To Apply:

Interested candidates should submit a resume online at www.durham.ca. Applications should be submitted to Job ID 23339.

Deadline: June 14, 2026

We thank all applicants for their interest; however, due to the volume of applications received, only those selected to participate in the job competition process will be contacted.