

## **Assistant 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, collaborative, and results-driven leader to co-lead and support the successful opening and ongoing operation of Seaton Village, our brand-new 200-bed long-term care home in North Pickering. This is an exciting opportunity to help shape the home's culture from the ground up, contribute to the development of high-quality resident care and operational systems, and foster strong, positive relationships with staff, residents, families, and community partners.

Reporting to the Administrator of the Home, the Assistant Administrator will ensure quality services for our residents while leading the multidisciplinary team, which includes Food Services, Environmental Services, Recreation and Therapy and the Business Office.

### **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 within a long term care setting, with experience at the senior leadership level
- Demonstrated experience with financial, accounting and budgetary functions
- Knowledge of MLTC Standards, Continuous Quality Improvement, Labour Relations Act, Collective Agreements, CCHSA Standards, OHSA, WSIB and RHPA
- Mentoring, coaching and leadership skills, with the ability to cultivate a respectful, and bias aware team culture
- Excellent communication, presentation and report-writing skills
- Effective facilitation skills, coupled with the ability to negotiate and resolve conflict
- Demonstrated skills in strategic planning, time management and delegation, along with the ability to develop, plan and evaluate services to meet client needs
- Experience chairing and participating in various Home and external committees
- Proficiency in software applications such as MS Office
- Ability to travel to other locations/sites for meetings and have access to reliable transportation

### **Major Responsibilities:**

- Lead a multidisciplinary team in achieving departmental and facility goals in an effort to improve efficiency and effectiveness of operations in the delivery of quality care and services for our residents and staff

- Develop, manage and coordinate the Home's budget
- Effectively coordinate the financial, human and physical assets of the Home
- Develop and improve programs that meet the changing needs of quality care and services for residents, staff and stakeholders as required
- Actively participate in continuous quality improvement (CQI) initiatives to ensure adequate resources are available to management and a safe environment for residents, visitors and staff
- Utilize best practices and research as a proactive approach to evaluate effectiveness of programs and services
- Liaise and consult with families, residents, staff, elected officials, community and key stakeholders to address current and future care issues within the Home
- Ensure compliance with Ministry of Long Term Care (MLTC) standards and legislation in order to provide safe, quality care to our residents
- Lead and participate in the Home's operational planning process while ensuring alignment with the Divisional Strategic Plan
- Represent the Home and the Division on internal and external committees

**Salary:**

- \$132,648 to \$165,810 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](http://www.durham.ca). Applications should be submitted to Job ID 23824.

**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.*