

Supervisor, Seniors Services (4485)

The County of Simcoe – Simcoe Village

Position Summary:

The Supervisor, Seniors Services functions as a member of the Long Term Care and Seniors Services management team, and is responsible for the day to day supervision, administration, and coordination of the services. This includes associated dealings with the community, clients, families, volunteers, employees and contracted service providers. The Supervisor is responsible for financial performance, operational planning and results with regards to the Seniors Services. These Services consist of the Life Lease Suites and Garden Homes, Retirement Living apartments, Affordable Housing units, Supportive Housing and the Adult Day Program. The Supervisor oversees community housing admissions, discharges and waitlist management, and is responsible to assist in policy development, and oversees the implementation of all related policies, procedures, guidelines and activities to ensure quality services and sustainable financial strength. As a valued member of Long Term Care and Seniors Services, the Supervisor, Seniors Services demonstrates a commitment to client safety by providing quality services in accordance with the organization's mission and vision.

Qualifications:

- Registered Nursing degree.
- Additional education and training in Gerontology is an asset.
- Good supervisory skills and ability to interpret and apply employment policies.
- Strong interpersonal and communication skills.
- Good planning and organizational skills.
- Good time management and multi-tasking skills.
- Knowledge of word-processing and spreadsheet application skills.
- Criminal Records Check with Vulnerable Sector Screening that is less than six (6) months old at time of hire.
- As a condition of employment, candidates are required to submit documented results of a TB test, as per Public Health requirements.
- Valid G class drivers license and access to reliable vehicle.
- Proof of annual CPR recertification.
- A minimum of three (3) years' experience in progressively responsible, related positions.
- One (1) year as a Supervisor in community program or similar position
- Experience in marketing, fundraising, working with volunteer boards, service clubs, etc.
- Experience in the supervision of staff and the administration of employment policies and collective agreements.

Salary:

\$96,242.00 - \$117,099.00 per annum

To apply:

View the complete job description and submit your application online at www.simcoe.ca/jobs

Deadline: June 23, 2026

The County of Simcoe thanks all applicants for their interest in this opportunity, but please note that only those candidates selected for an interview will be contacted. No telephone calls please. Personal information provided is collected under the authority of the Municipal Act (2001) and will be used to determine eligibility for employment. The Corporation of the County of Simcoe is an Equal Opportunity Employer, and will provide employment accommodation upon request.