



## **ADMINISTRATOR / DIRECTOR OF CARE**

Toronto Finnish Canadian Seniors Centre (Suomi-Koti)

### **Organization Background:**

The Toronto Finnish-Canadian Seniors Centre (Suomi-Koti) is a not-for-profit seniors' organization located in midtown Toronto. For nearly 40 years, Suomi-Koti has provided housing, community services, and long-term care within a vibrant Finnish-Canadian community that also maintains strong connections with Toronto's Estonian community and cultural organizations.

Our organization includes life lease and rental housing, community support services, seniors' active living programs, and a 34-bed long-term care home. Designated by the Ministry of Long-Term Care as an ethnocultural long-term care home serving the Finnish community, Suomi-Koti is dedicated to delivering exceptional resident-centred care while preserving and celebrating the cultural traditions, values, language, and sense of community that make our organization a unique place to live, work, and volunteer.

While proudly rooted in Finnish heritage, Suomi-Koti also maintains longstanding relationships with Toronto's Estonian community and cultural organizations. We value leaders who embrace the unique cultural identity of our community and who recognize the importance of preserving the traditions, language, celebrations, and sense of belonging that make Suomi-Koti a special place to live and work. At Suomi-Koti, residents, families, staff, volunteers, and community members work together to create a welcoming environment where seniors can thrive with dignity, respect, and a strong sense of belonging.

### **Position Summary:**

Reporting to the Executive Director and working collaboratively with the Board of Directors, Medical Director, leadership team, residents, families, staff, and community partners, the Administrator / Director of Care is responsible for the overall operation of the Long-Term Care Home in accordance with the Fixing Long-Term Care Act, 2021, Ontario Regulation 246/22, and all applicable legislation, regulations, and professional standards.

As this is a combined Administrator / Director of Care position, the successful candidate will provide both operational and clinical leadership, ensuring the delivery of safe, high-quality, resident-centred care while fostering a culture of accountability, continuous improvement, teamwork, and respect.

The Administrator / Director of Care is accountable for resident care outcomes, regulatory compliance, quality improvement, infection prevention and control, emergency preparedness, financial stewardship, human resources management, labour relations, and overall home operations. This position requires participation in an on-call leadership rotation and availability to respond to urgent operational, clinical, regulatory, and emergency situations as required.

### **Our Ideal Candidate**

We are seeking an experienced and compassionate Registered Nurse leader who is committed to excellence in resident care, quality improvement, regulatory compliance, and team development. The successful candidate must recognize that leadership at Suomi-Koti extends beyond operational and clinical excellence. As the leader of a Ministry-designated ethnocultural long-term care home, the Administrator/Director of Care is expected to actively participate in the cultural and community life of the organization and support the preservation of the Finnish traditions, values, heritage, and sense of community that are central to Suomi-Koti's identity.

This role requires a visible and engaged leader who enjoys building relationships with residents, families, staff, volunteers, and community partners. The successful candidate will participate in resident and community events, support cultural celebrations and traditions, and contribute to maintaining the warm, welcoming environment that has made Suomi-Koti a respected part of the Finnish-Canadian community for nearly 40 years.

Finnish and/or Estonian language proficiency is considered a strong asset.

### **Leadership & Operations**

- Provide leadership for the day-to-day operation of the Long-Term Care Home in accordance with all applicable legislation, regulations, standards, and organizational policies.
- Foster a culture of resident-centred care, quality improvement, safety, accountability, and continuous learning.
- Promote collaboration among interdisciplinary team members to support positive resident outcomes and staff engagement.
- Participate as a member of the senior leadership team and provide regular reports to the Executive Director and Board of Directors.
- Build and maintain positive relationships with residents, families, staff, physicians, volunteers, community partners, and external stakeholders.

### **Clinical Leadership & Resident Care**

- Assume responsibility for the overall nursing and personal care program of the Home.
- Ensure residents receive safe, ethical, evidence-informed, and person-centred care consistent with professional standards and legislative requirements.

- Lead the development, implementation, monitoring, and evaluation of clinical programs and services.
- Monitor resident outcomes and quality indicators and implement quality improvement initiatives where required.
- Ensure compliance with requirements related to assessments, care planning, medication management, restorative care, responsive behaviours, palliative care, and interdisciplinary care delivery.

### **Quality, Risk & Regulatory Compliance**

- Lead the home's Quality Improvement Program and annual Quality Improvement Plan.
- Ensure ongoing compliance with Ministry of Long-Term Care requirements, inspections, licensing standards, and accreditation activities.
- Oversee risk management, incident reporting, complaint resolution, and continuous quality improvement initiatives.
- Ensure appropriate investigation, documentation, reporting, and follow-up of critical incidents and resident safety concerns.
- Maintain inspection readiness and lead implementation of corrective action plans where required.

### **Infection Prevention & Control**

- Ensure effective Infection Prevention and Control (IPAC) programs and practices are maintained.
- Support outbreak preparedness, surveillance, prevention, and management activities.
- Collaborate with public health authorities and interdisciplinary teams to protect residents and staff safety.

### **Human Resources & Labour Relations**

- Recruit, coach, mentor, and evaluate staff performance.
- Foster a respectful, inclusive, and collaborative workplace culture.
- Support employee engagement, attendance management, workplace investigations, and conflict resolution.
- Participate in labour relations activities, collective agreement administration, and grievance management in collaboration with the Executive Director.
- Ensure appropriate staffing levels and skill mix are maintained to meet resident needs and legislative requirements.

### **Financial & Resource Management**

- Participate in the development and management of annual operating and capital budgets.
- Monitor expenditures and ensure responsible stewardship of organizational resources.
- Support procurement, contract management, equipment replacement planning, and resource allocation.
- Ensure effective utilization of nursing, program, and operational resources.

### **Emergency Preparedness & Occupational Health & Safety**

- Ensure emergency management, business continuity, and disaster preparedness plans are maintained and tested.
- Ensure compliance with occupational health and safety legislation and best practices.
- Support fire safety, emergency response, and workplace safety initiatives throughout the Home.

### **Community & Stakeholder Relations**

- Represent the Home professionally with residents, families, regulators, healthcare partners, community organizations, and external agencies.
- Promote the mission of Suomi-Koti.
- Support and celebrate the Finnish heritage and cultural traditions that make Suomi-Koti unique.

### **Qualifications: Required**

- Current registration as a Registered Nurse (RN) in good standing with the College of Nurses of Ontario (CNO).
- Meets the qualifications for Director of Care under the Fixing Long-Term Care Act, 2021 and Ontario Regulation 246/22, including:
  - At least one (1) year of nursing experience in the provision of long-term care services within the previous five (5) years; and
  - At least three (3) years of experience working as a Registered Nurse in a managerial or supervisory capacity in a health care setting.
- Successful completion of a recognized Long-Term Care Administrator education program, or willingness and eligibility to complete the required Administrator training within the legislated timeframe.

- Demonstrated knowledge of the Fixing Long-Term Care Act, 2021, Ontario Regulation 246/22, the Residents' Bill of Rights, and applicable legislation governing long-term care homes in Ontario.
- Minimum three (3) years of progressive leadership experience in long-term care.
- Experience leading interdisciplinary teams within a unionized environment.
- Strong clinical, operational, financial, human resources, and problem-solving skills.
- Excellent communication, leadership, coaching, and relationship-building abilities.
- Current First Aid and CPR certification.

### **Preferred**

- Experience in a combined Administrator and Director of Care role.
- Experience working within a not-for-profit long-term care environment.
- Demonstrated commitment to culturally responsive, person-centred care.
- Finnish and/or Estonian language proficiency is considered a strong asset.
- Experience working within an ethnocultural, multicultural, or culturally focused seniors' organization is considered an asset.

### **Compensation & Benefits**

Suomi-Koti offers a competitive compensation package reflective of the scope and responsibilities of this combined Administrator / Director of Care leadership role.

- Starting salary range of **\$120,000 – \$130,000 annually**
- Comprehensive group benefits package
- Professional development and continuing education support
- Paid vacation and statutory holidays
- Opportunity to lead within a highly respected not-for-profit, culturally focused seniors' organization
- Collaborative and supportive leadership environment dedicated to quality resident care and continuous improvement

### **To Apply:**

Interested candidates are invited to submit a cover letter and resume in confidence to:

**Executive Director**

Toronto Finnish-Canadian Seniors Centre (Suomi-Koti)

Email: [HR@suomikoti.ca](mailto:HR@suomikoti.ca)

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

The Toronto Finnish-Canadian Seniors Centre is committed to fostering an inclusive, accessible, and welcoming workplace. Accommodation is available throughout the recruitment process upon request.

**Deadline:**

July 10, 2026