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Executive Director, Fairview Seniors Community

As we look forward to our new growth, Fairview Seniors Community is seeking an Executive Director.

Position Overview

Reporting to the Chief Executive Officer, the Executive Director provides oversight to Long Term Care, Retirement Suites, Independent Apartments, Supportive Housing, Home & Community and a Seniors Active Living Centre. The organization is seeking a passionate leader with excellent leadership, communication and customer service skills. Strong leadership skills are required to mentor, coach and build excellent relationships with staff, residents and families. A knowledge base of all aspects of senior living with an ability to take initiative without waiting for direction is an asset.

Areas of Responsibility

- Responsible for recruitment, orientation and performance of key staff
- Responsible to foster efficient performance and good staff morale
- Provide direct supervision to nursing, food services, environmental, programs, housing and finance
- Assume leadership and supervision of day-to-day operations of the campus of care
- Participate in the development of policies and procedures
- Participate in the development of budgets and capital planning
- Ensure compliance with all regulatory bodies and government bodies
- Participate in Board strategic planning; developing operational objectives to carry out plan

Qualifications

- Minimum of 3 – 5 years experience
- Minimum of a 3-year degree or 2-year diploma from a recognized post-secondary institution
- Completed or enrolled in a long-term care administration management course that is a minimum of 100 hours of instruction time
- Comprehensive knowledge of MOHLTC regulations
- Experience in labour relations, fiscal management, strategic planning and risk management

Organization

Fairview Seniors Community is a faith-based non-profit organization in the Waterloo Region. Additional information about our organization can be found on our website at: <https://fairviewmh.com>.

Please submit your application by May 21st, 2021 to:

Elaine Shantz Chief Executive Officer
Fairview Parkwood Communities
221 – 1415 Huron Road, Kitchener, ON N2R 0L3

e-mail: ekoning@fairviewmh.com

If you require accommodations throughout the recruitment, selection and assessment process per the Accessibility for Ontarians with Disabilities Act, 2005, please speak with the hiring contact. Fairview Parkwood Communities will be pleased to support you.

We thank all applicants for their interest. Only those selected for an interview will be contacted