



Job Posting: Director, Programs and Services

At Fairview Seniors Community, we seek to nurture the mind, body and spirit of residents through a culture of kindness, building a *community for all*. We are a charitable, non-profit, organization comprised of 214 independent living apartments and condominiums, 46 retirement residential suites with assisted living services and an 84-bed long-term care home that is set to double in size in the next few years

We welcome you to join us! If you love working in a team-based environment with others who love what they do and treat each other with kindness and respect, look no further. We provide all new team members with guided orientation and onboarding, and opportunities for team appreciation, individual recognition and growth and development. Indeed, kindness lives here.

Position Summary: Fairview Seniors Community is actively seeking a friendly, self-motivated individual to join our leadership team as Director, Programs and Services (Full time; Permanent). This position is pivotal to enhancing life and living across our community. The Director embraces collaboration and innovation as a means through which to develop, coordinate, implement and evaluate recreation programs for long-term care and retirement residents and community-dwelling older adults.

Reports to: Executive Director

Assets and Qualifications:

- A post-secondary diploma or degree in recreation and leisure studies, therapeutic recreation, kinesiology or other related field from a community college or university Progressive leadership in community service planning, coordination and management is required
- At least one year of experience in a health care setting is required
- Experience working with older adults living long-term care, retirement settings and the community
- Attention to detail and ability to manage tight deadlines is critical
- Must be self-motivated to ensure that work is completed in a timely manner
- Positive, team-work attitude and approach to work
- Excellent customer service skills
- Working knowledge of PointClickCare and Activity Pro platforms
- Current Police Record Check with Vulnerable Sector Check, TB skin test and COVID-19 vaccination are required
- Therapeutic Recreation Ontario certification preferred

Position Specific Responsibilities: include, but are not limited to, the following:

- Responsible for ensuring compliance with relevant legislative and regulatory requirements
- Assist with annual budget preparation
- Develop proposals, program plans, reports and budgets
- Lead the development of grant application submissions
- Responsible for the operation and expansion of the Seniors Active Living Centre
- Plan all staffing needs for the Program department, including hiring, work assignments and schedules while meeting budget requirements with support of program coordinator
- Ensure that staff is trained and that their skills are developed
- Monitor team member performance and provide guidance, coaching and mentorship



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- Establish key performance and quality indicators for the department; reviewing, reporting and improving as necessary
- Continuously update programs to meet the needs of residents and implement new innovative programs as resident needs change
- Update and maintain all relevant policies and procedures
- Responsible for liaising with both the Resident Council and Family Council
- Oversee operation of the Hair Salon and provide support to hair stylists
- Oversee the volunteer programming, recruitment, training and education across the community in collaboration with the Community Engagement Coordinator
- Promote and embrace the Home's Kindness Initiative in all aspects of operations
- Engage with provincial networks and local collaborative stakeholders
- Understand and follow all health and safety policies and procedures, working safely to reduce the risk of injury to self, other team members and residents and their families

Hours of work: In this full-time position, the employee will normally work seventy-five (75) hours bi-weekly. Evening and weekend work may be required from time-to-time.

How to Apply: Submit your cover letter and resume directly to Don Wildfong, Executive Director at dwildfong@fairviewmh.com by no later than 29 April 2022. While we review and appreciate all applications, only those candidates selected for an interview will be contacted. Interviews may be scheduled in advance of the closing date.

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 Seniors Community will be pleased to support you.