



Executive Director

Residence: Glenwarren Lodge

Location: Victoria, BC.

Position Summary

Reporting to the Provincial Director, The Executive Director is responsible for the overall management and operations of the Long Term Care home achieving optimum standards of service, care and value to our residents within profit objectives and in a manner consistent with regulatory requirements and Revera's mission and values.

Qualifications

- Degree in Health, Business, Marketing and/or Social Services preferred;
- Minimum of five (5) years relevant management experience
- Proven supervisory experience with a sizeable multidisciplinary staff
- Solid understanding of business planning processes and business metrics
- Thorough understanding of effective HR practices and policies
- Completion of, or enrollment in the LTC Administration Management course or equivalent, proven administrative experience in long-term care management.
- Demonstrated experience and /or studies in gerontology, health management, supervision, budgeting, operating statements analysis, computer applications, labour relations and a thorough awareness of applicable legislation governing LTC operations.
- Must demonstrate strong analytical thinking and decision making. Strong relationship management skills; capacity to think and act from a strategic perspective;
- Experienced in risk management activities and demonstrated knowledge of continuous quality improvement processes;
- Must possess excellent written and oral communication skills with the ability to effectively supervise the activities of department managers and demonstrate good fiscal and leadership responsibility.
- Experience working in a unionized environment-interpreting, understanding and managing under a collective agreement
- Proven financial experience; problem solving skills
- Must have proficient computer skills using Microsoft Office applications



Key Responsibilities

- To maintain efficient operations within prescribed budgetary parameters; manage the home's operations to ensure full compliance with appropriate eligible expenditures related to respective funding streams, balancing funding envelopes, and ensuring that all accountabilities (where applicable) are met;
- To maintain operations which are compliant with authorities having jurisdiction and consistent with Revera policies and procedures;
- To manage operations to yield high quality outcomes and standards of care and service consistent with Revera's mission, values, and corporate expectations;
- To promote and maintain a culture of customer service;
- To fully understand and practice the management style of "Ownership, Accountability and Responsibility" for directing all the home's operations;
- To recruit, retain and promote a high functioning, cohesive management team;
- To participate in the development of the home's annual operating and capital budgets and ensure conformance to approved budgets on an ongoing basis;
- To establish home goals and objectives in conjunction with the Provincial Director and ensure that these are met within available budgetary and fiscal resources, and appropriate time frames;
- To ensure all staff maintain professional competencies and current knowledge of all appropriate policies, procedures and regulatory requirements ;
- To ensure that all staff are fully cognizant of, appropriately trained, and fully support and respect the Resident Bill of Rights/Governing Principles;
- To produce and present the home's relevant reports to residents, community, staff, stakeholders and corporate representatives;
- To ensure that effective human resource management practices are in place across all departments; administration of applicable collective agreements consistent with sound labour relations practices;
- To initiate, review and prepare all documents as required to conform to the standards of the Canadian Council on Health Services Accreditation Canada; acts as an effective, professional ambassador representing Revera
- To respond to areas of non-compliance and recommendations in consultation with your Provincial Director, and where appropriate deal personally with Ministry of Health/Provincial Long-term Care Regulating Agency;
- To ensure Application of Health and Safety policies in compliance with Regulatory and/or corporate standards;
- To comply with all relevant Provincial and Federal Acts and Regulations, i.e. Health Disciplines Act, Human Rights Code, Labour Relations Act, WSIB/WCB, College of Nurses Standards, Regulated Health Profession Act. (Ontario specific), etc.
- To uphold and promote the organization's values and philosophy relating particularly to ethics, morality, and integrity as set out in Revera's Code of Conduct;



Imagine the Possibilities



- To complete other duties as assigned.

To apply to this position, please send your Cover Letter and Resume via e-mail to:

Courtney Erickson, Recruitment Specialist

courtney.erickson@reveraliving.com