

Department: HFS - Seniors Services
Location: Riverview Gardens
Close Date: 2009-12-14
Placement Type: Full-time Job
Position Status: Open
Job Information: Manager, Long Term Care (Permanent full-time)
Job #: SS 09-20

Job Description:

The Municipality of Chatham-Kent requires a permanent full-time Manager of Long Term Care. The Manager of Long Term Care, reports directly to the Director of Seniors Services. This position provides leadership and management of the division's resources ensuring effective and efficient delivery of administrative, volunteer and contracted services. The Manager will ensure that all legislation, Ministry of Health and Long Term Care standards, municipal and Homes policies and procedures, and all other related requirements, are adhered to.

Our Community:

Chatham-Kent is a single tier municipality created in 1998 with the amalgamation of 23 municipal entities including the former City of Chatham and former County of Kent. With a current population of 107,340 spread across an area that is 2,494 square kilometres, there is a challenge to create a sense of unity and provide services to both rural and small urban centres, each with unique needs and located miles apart. Chatham-Kent is committed to reaping the benefits of economies of scale in providing municipal services but at the same time is committed to respecting the heritage and supporting the distinct communities within its borders.

Qualifications: (please see the job profile for the complete qualifications)

- University degree and/or college diploma in management sciences and/or related health care services, and/or progressive management training through recognized educational providers who specialize in health care administration, management and/or hospital and long term care homes administration/management.
- Four to six years of demonstrated experience in senior management position(s) in institutional services within the health care sector and/or long term care.
- Four to six years of working experience in accounting and financial systems.
- Demonstrated leadership and human resources management skills.
- Demonstrated knowledge of operational functions and responsibilities associated with the provision of business administration, volunteer services, activation, financial management and accounting, purchasing, inventory management, staff training and education, staffing and payroll services.
- Working knowledge of legislation, Ministry of Health and Long Term Care Standards related to administration and volunteer services.
- Working knowledge of labour relations legislation and health and safety legislation.
- Demonstrated experience in public relations, union negotiations and dispute resolution.
- Knowledgeable of, and proficient in, use of various computer software applications.

This position requires a Career Profile (see below) and resume. For full details about this position and how to apply, consult the Job Profile below.

JOB PROFILE:

[ManagerLTCJobProfileNovember2009.doc](#)

CAREER PROFILE:

[ManagerLTCCareerProfileNov2009.pdf](#) (Adobe version)

[ManagerLTCCareerProfileNov2009.doc](#) (MS Word version)

Applications must be received before 4:30 p.m. on Monday, December 14, 2009.

Applicant information is collected under the authority of the Municipal Freedom of Information and Privacy legislation and Personal Information and Electronic Documents Act, which will be used strictly for municipal purposes only. The Municipality of Chatham-Kent is an equal opportunity employer.