

POSITION OUTLINE

Job Title: Administrator	Department:	Care Facility: Alderwood	Reports to: Board of Directors
Revision Date: April 2010			

PURPOSE:

As leader of the senior management, the Administrator is responsible for the overall direction and effective administration of the organization. To ensure care and services are delivered in keeping with the mission, vision and values of the Alderwood and to meet the appropriate standards for long term care.

WORK SHIFT:

Work shift will be in keeping with ensuring the good management of the Alderwood and under the direction of the Board of Directors.

KEY RESULT AREAS:

Strategic Planning:

- Lead the development of strategic plans for the Alderwood in collaboration with Board of Directors, Management Team and staff.
- Direct all organizational activities to achieve annual departmental goals and strategic objectives

Operations and Service Delivery

- Promote and maintain the safety of Residents, staff, and visitors at all times as a strategic priority for the Alderwood.
- Develop, implement and maintain effective and efficient care and service delivery.
- Evaluate the programs and services of Alderwood in accordance with established criteria.
- Identify, develop, and implement new programs and services where improvement opportunities exist.
- Collaborate with other health care organizations, community agencies and individuals to further the objectives of the organization
- Plan, implement and maintain Occupational Health and Safety Program, ensuring compliance with Occupational Health and Safety Legislation and organizational policies.
- Implement ongoing continuous quality improvement initiatives
- Evaluate ongoing activities of Alderwood and ensure corrective action where necessary.
- Implement effective management information systems.
- Promote the Alderwood through participation in local and provincial committees, conferences and meetings.
- Collaborate with other health care organizations, community agencies and individuals to further the objectives of the organization.

Human Resource Management

- Maintain appropriate level of staff mix in accordance with funding guidelines.
- Provide for an effective orientation program for all employees and volunteers of the Alderwood.
- Plan and provide ongoing in-services and staff education based on identified needs and areas for improvement both departmentally and organizationally.
- Ensure completion of annual Performance Development Plans.
- Negotiate and administer collective agreements.
- Manage employees in accordance with employment standards, personnel policies and union contracts.
- Ensure the successful recruitment, orientation, education and performance management of the Volunteers of Alderwood.
- Promote ongoing staff development and education.
- Lead, coach, advise and motivate all employees.
- Model and coach quality management principles.
- Facilitate quality, risk management training for Board Members, Management team, and employees.

Financial Management

- Prepare annual budget for Alderwood in accordance with the mission and strategic direction of Alderwood.
- Prepare business plans for new programs or services
- Prepare and deliver financial reports for review by Board of Management
- Advise Board of budget variance and improvement efforts, including the development and implementation of action plans to correct variances.
- Manage human, financial resources in accordance with Board approved budget and organizational policies.
- Provide education and direction in fiscal management of their respective departments for Management Team and ensure their accountability.
- Ensure compliance with tax remittance and reporting, including CPP, EI, Income Tax T4
- Ensure compliance with employee pension deductions and remittance to pension custodian and employer contributions.
- Ensure compliance with standards and guidelines for ethical fundraising and financial accountability as described in the Canadian Centre for Philanthropy Accountability code.
- Identify areas of organizational growth
- Liaise with other organizations and funders to advocate for financial compensation for improvement in care and service delivery.
- Comply with organizational policies on tendering process
- Provide timely and accurate information for funders, as required.

Board Relations

- Collaborate with the Board of Directors to ensure ongoing Board education and Board evaluation.
- Prepare reports on Alderwood operations including all associated documentation.
- Participate in all external reviews and report results to the Board of Directors

General:

- As a leader of the Management Team to support the Team and staff in addressing the three plagues of Nursing Home life for Residents (Helplessness, Loneliness & Boredom):
 - Encourage opportunities for Residents to give as well as receive care
 - Cultivate companionship with Residents
 - Foster an environment which encourages variety and spontaneity
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the Nova Scotia Occupational Health and Safety Act.

Core Competencies

- Assume personal accountability for decision making aimed at achieving expectations established for the role.
- Effectively communicate with Residents, Co-workers, Managers, Volunteers, Families, Board members and the community at large.
- Demonstrate work performance attitudes that are Resident focused and in keeping with the mission.
- Cooperatively and respectfully work with others to further the values and mission of the organization.
- Foster continuous quality improvement by seeking ways to improve Resident care and service delivery.
- Seek opportunities for ongoing professional development, and remain open to change through new ideas and new methods and approaches.
- Respect the values and opinions of others, show compassion and empathy, and protect the integrity and confidentiality of others.