

Job Posting – Executive Director (Administrator)

MBQ Long Term Care is a 128-bed long-term care home in Deseronto, Ontario dedicated to enriching the lives of our residents in partnership with UniversalCare Canada Inc., our family members, valued employees, and community partners.

Our team is currently hiring for an existing vacancy, a permanent full-time **Executive Director (Administrator)**.

What's In it For You?

- Competitive salary and vacation package
- Comprehensive extended health and dental program
- RRSP with employer match
- Continuous learning & growth opportunities
- A welcoming culture that supports diversity, equity, and inclusion

Key Duties & Responsibilities:

- Plans, coordinates and monitors all operational and quality improvement activities.
- Oversees and supports the Departmental Managers with all human resources related functions.
- Direct management of all Departmental Managers and indirect management of all employees.
- Manages and monitors all budgets, envelopes and strategic fiscal plans and monitors occupancy.
- Ensures quality risk management activities are implemented and maintained.
- Ensures critical incidents are investigated, reported and appropriate follow-up is taken to resolve any identified concerns.
- Ensures compliance with organizational standards, the collective agreement, as applicable and all relevant regulations, and/or legislative requirements and strategic initiatives.
- Communicates with related Long-term care Health Agencies to promote coordination and/or planning long-term care services.
- Participates in multi-disciplinary care conferences, the strategic planning process, committees and other meetings, maintains an organized system of records management.
- Performs other duties as assigned.

Qualifications:

- A post-secondary degree from a program that is a minimum of three years in duration or a post-secondary diploma in health or social services from a program that is a minimum of two years in length.
- Must have three years working experience in a managerial or supervisory capacity in the health or social services sector, preferably in a long-term care setting.
- Must have successfully completed a program in long-term care home administration or management that is a minimum of one-hundred hours in duration of instruction time.
- Sound knowledge of the Fixing Long-Term Care Homes Act 2021, Ontario Regulations 246/10.
- Excellent leadership, oral and written communication skills and strong relationship building abilities.
- Proficiency with computerized documentation systems.
- Satisfactory vulnerable sector check and TB test.

If you are passionate about making a difference to the lives of our residents than we would love to speak to you about this opportunity. . Please indicate the position you are interested in and forward your resume to mbqcareers@mbqltc.ca by September 30, 2026.

MBQ Long Term Care is committed to the principles of employment equity, diversity, and inclusion. In accordance with provincial regulations, upon request, support will be provided for accommodations throughout the recruitment, selection, and assessment process. We encourage Indigenous applicants to self-identify.