



**Associate Administrator Long-Term Care
Posting #LL2024-227
\$87,961 - \$113,513 annually**

MANDATE:

Responsible for the supervision of day-to-day operations, ensuring that administrative processes, financial and human resources are being utilized efficiently and effectively to meet organizational goals. Manage the Business Office, provide leadership and coordination of administrative services including resident trust, payroll, scheduling, resident/family liaison. Allocate financial, human, and technological resources appropriately across departments. Responsible for compliance of financial and Ministry reporting. Lead special projects that support the strategic goals of Lanark Lodge and improve service delivery. Oversee operations in accordance with all applicable legislation and regulations under the Fixing Long-Term Care Act. Designated backup to the Director of Long-Term Care as required.

MINIMUM QUALIFICATIONS:

Four-year university degree in business or related field, plus Certification as a Long-Term Care Administrator. Six years of related progressive experience, including supervisory. Ability to report and manage complex financial information. An understanding of labour relations issues, including interviews, meetings and negotiations. Effective written, verbal, listening and communications skills. Ability to prepare and present Council reports on a regular basis.

This position is evaluated at Level 11 (\$48.33 - \$62.37) per hour of the 2025 NUG Salary Grid. Date of opening: as soon as possible.

Lanark County Offers:

- **Competitive salary package.**
- **Extended healthcare coverage, dental and vision care, disability insurance, life & dependent life insurance.**
- **Ontario Municipal Employers Retirement System (OMERS) pension plan.**
- **Competitive paid time off (vacation, floats, sick, etc).**
- **Flexible working arrangements.**
- **Employee Assistance Plan (EAP).**
- **Wellness promotion account.**
- **Training and development opportunities.**

Lanark County employee slogan is "Working Together to Achieve Greatness." If you embrace this ideal, we look forward to receiving a detailed resume, **quoting posting number LL2024-227, no later than Sunday, December 29th, 2024** addressed to: Lanark County, Human Resources, Administration Building, 99 Christie Lake Road, PERTH, ON, K7H 3C6; Fax #: 613-267-2539; **Email: lljobs@lanarkcounty.ca** **When emailing your application, please ensure your cover letter, résumé and any other related documents are submitted in one file preferably MSWord (.doc or .docx) or Adobe (.pdf).** Email subject line should include your "name" and job posting number "LL2024-227" (example: Jane/John Doe LL2024-227).

Lanark County is an organization that strives to embrace the spirit of inclusion, diversity, equity and accessibility. We are an equal opportunity employer committed to building an inclusive and barrier-free environment in which all individuals have access to the County's goods, services and facilities. **If contacted for an employment opportunity, please let us know if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process.**

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

Note: Personal information collected from applications is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualifications for employment. Questions about the collection of Information should be directed to the Human Resources Department at the address indicated above.