

August 18, 2014

MTCO – Online Job Posting Ad

Executive Director

We are building our leadership team and invite you to come make a difference!

As the Executive Director of Harwood Place Seniors Community, you will be responsible for managing the day-to-day operations of our brand new retirement home in Ajax, Ontario. This will include, but is not limited to, overseeing and coordinating the pre-opening activities of the retirement home, directing and participating in the home's marketing and lease-up program, and selecting and supervising a multi-disciplinary management team. As a detail-oriented leader, you will also be responsible for managing all regulatory matters and the home's financial performance in accordance with an assigned budget for optimal results. Utilizing your strong interpersonal skills, you will deliver an exceptional customer service experience for residents and their families, promote positive community relations in the Ajax-Pickering region, and maintain a healthy, team-focused working environment.

The successful candidate will have demonstrated leadership skills, preferably with management experience in a retirement home or similar setting. They will also possess excellent communication, organization, and conflict resolution skills and a caring, respectful, and positive attitude towards the seniors we serve. Experience and knowledge of financial management tools and practices is essential as is familiarity with the Ajax-Pickering area. An understanding of the Retirement Homes Act, 2010 and its regulations and the Retirement Home Regulatory Authority (RHRA) is a definite asset. A working knowledge of computers, including Microsoft Office programs, is required.

The successful candidate must provide a current criminal record and vulnerable sector checks.

Please send your cover letter and resume to: careers@harwoodplace.ca and quote "Executive Director (#ED101)" in the subject line. The deadline to submit your application for this recruitment competition is September 4, 2014. We thank all applicants for their interest in Harwood Place Seniors Community. Please be advised that only candidates selected for an interview will be contacted.