



## **ST. PATRICK'S HOME OF OTTAWA - JOB POSTING**

### **President & Chief Executive Officer**

St. Patrick's Home of Ottawa has a long and very proud history, founded two years before Confederation, it is one of the oldest long-term care homes in Ontario, with 288 beds and approximately 360 staff. Inspired by the compassionate spirit of St. Marguerite d'Youville, staff and volunteers share a commitment to the Mission, Vision and Values of the Home.

#### **Position Summary**

Reporting to the Board of Directors through the Board Chair or designate, the President & Chief Executive Officer (CEO) will provide leadership and assume responsibility and accountability for the overall strategic planning and operations of St. Patrick's Home of Ottawa (SPH) as a Mission driven faith-based Catholic organization under the sponsorship of the Catholic Health Sponsors of Ontario (CHSO). This will be carried out in concert with the overall strategic direction of SPH and SPH's senior management team. The President & CEO is the primary liaison of the Home between the CHSO, the Board of Directors, its committees, the Medical Staff, the Home's Leadership Team and auxiliary councils. The President & CEO is responsible to the Board of Directors for the efficient management and operation of the Home according to the Home's Mission, Vision and Values and in compliance with the *Fixing Long-Term Care Act, 2021*.

#### **The successful candidate will be responsible for:**

- Developing and implementing strategic and annual plans, budgets and processes to ensure operational integrity.
- Engaging with health care providers and business partners to develop meaningful relationships and establish credibility for the organization as a leader in the field.
- Fostering a corporate culture that promotes ethical practices, encourages individual integrity and fulfils social responsibility.
- Overseeing SPH's resources, creating the proper organizational structures and ensuring the efficient and cost-effective use of its financial, human and operational resources.
- Ensuring the financial health and accountability of the organization and take responsibility for improving its financial performance. Critically analyse financial statements, activity reports and operations, applying broad experience and seasoned judgement to determine if the organization's financial, operational and strategic objectives are being achieved.
- Ensuring development, maintenance and auditing of a comprehensive and confidential system of corporate, human resources and financial records.
- Ensuring proper accounting systems that provide timely and accurate financial management and information, including adequate and effective systems of expenditure control, financial record keeping and reporting to funders.
- Facilitating SPH-wide planning, coordination, implementation and evaluation of programs and services.
- Ensuring development and implementation of operational plans and SPH policies.
- Collaborating with the SPH Foundation for fund raising as required to support ongoing programs and new developments.
- Formulating, developing, and submitting funding proposals to various funding agencies in consultation with appropriate committee board and/or Program Directors to seek additional resources for the actualization of services and programs.
- Acting as chief spokesperson and representative for the organization.
- Authorizing expenditures within approved limits.
- Ensuring all contract responsibilities are fulfilled.
- Ensuring all reporting obligations to the government are completed as required on an ongoing and ad hoc basis.
- Ensuring Board Members are regularly apprised and updated on important operational issues,

- including areas of risk and/or potential liability, financial or reputational.
- Establishing and maintaining effective working relationships with physicians, pharmacists, department heads, residents, families, volunteers and community agencies to provide advice assistance and functional guidance to staff of the organization.
  - Making major decisions that serve as guides and directives to the organization as a whole; involves the development and formulation of broad policies which set the long-term direction and success of the Home.
  - Sitting as ex-officio member the Board of Directors for SPH Foundation.
  - With other senior staff, sharing 24-hour on-call on a rotational basis.

#### **EDUCATION OR EQUIVALENT KNOWLEDGE**

- Degree in the area of Nursing, Social Work, Finance or Business, preferably with Long Term Care, Social Services or Health Care Industry experience.
- Completion of Administrator Leadership Program through AdvantAge Ontario.

#### **QUALIFICATIONS**

- Demonstrated leadership ability in working within interdisciplinary environment.
- Knowledge of long-term care facility administration, including: accreditation standards, *Fixing Long Term Care Act, 2021* and *Occupational Health & Safety Legislation*.
- Demonstrated ability in managing human resources, and financial administration, including experience managing in a unionized environment and budget preparation and administration.
- Judgment and initiative in problem resolution of complex and sensitive issues.
- Possess an understanding of the aging process in terms of psychological, physical and functional assessments and implications.

Interested applicants can apply via email to: [HR@stpats.ca](mailto:HR@stpats.ca) no later than January 29, 2024.