



Opaskwayak Health Authority Rod McGillivray Care Home Manager

Rod McGillivray Memorial Care Home is seeking a qualified individual to fulfill the role of
Rod McGillivray Care Home Manager.

Job Summary

Reporting to the OHA Board of Directors, the Rod McGillivray Care Home Manager (RMCHM) is responsible for ensuring the health care facility provides the most effective patient care in accordance with the Rod McGillivray Memorial Care Home's Mission, Vision and Values. The RMCHM, in consultation with the Director of Nursing, ensures that the overall planning, development, implementation and evaluation of resident and support services meet the OHA Board of Directors' mandates. The RMCHM provides support and direction to the Department Heads and Administrative Team. The RMCHM administers procedures concerning the preparation of budgets, control of purchases/inventories and prepares the budget requirements of each service, working closely with each of the departments. The RMCHM works in a multi-disciplinary team in consultation & collaboration with program managers to develop & deliver financial & administrative processes that meet organizational & program needs; follows OHA and RMMCH policies & procedures; ensures organizational compliance with all relevant federal & provincial regulations & legislation; participates in committees; ensures that Manitoba Health Standards, Accreditation Canada Standards and professional Nursing Standards assume the overall direction and responsibility for the day-to-day operations of the facility; and may assist with other duties within the scope of the department.

Position Requirements:

- Bachelor's Degree in Business Administration, Finance or Accounting (required)
- Bachelor of Health Administration (required)
- Certificate in Management (required)
- A combination of education & experience may be considered
- Valid Manitoba Class 5 Driver's License (required)
- Daily access to a vehicle (required)
- Incident Command System – Level 100 or above (asset)
- Minimum five (5) years' experience with demonstrated management and leadership skills
- Minimum five (5) years' experience in clinical setting with supervisory/administration experience
- Minimum of three (3) years current Long Term Care experience
- Experience in program development including developing and implementing new policies / procedures and standards
- Five (5) years' work experience in a Geriatric Long Term Care and/or Health Facility
- Background working with the community as well as local, provincial and federal governments
- Prior experience with union relations, negotiations, collective bargaining and labour relations
- Above average employment record including punctuality & attendance at work

Closing Date: July 27, 2018 at 4:00pm. No late submissions will be accepted.

Applications Must Include:

- A **cover letter** that clearly indicates how you meet the position requirements
- **Resume**
- Copy of **credentials** (licenses, training, education)
- Three **professional letters of reference** (colleague, supervisor or manager) – or – contact information for same (include position / title, current place of employment, phone number & email)
- **Criminal record check, vulnerable sector check & child abuse registry checks** (or indication that they have been applied for)
- **Personal contact information** (phone & email)

Your application will not proceed to interview without the above information. To obtain a complete job description, for additional information or to apply for this position please contact or submit your application to:

Crystal Krost, Interim Human Resource Manager
Opaskwayak Health Authority
Box 10280, 245 Waller Road, Opaskwayak, MB R0B 2J0
Email: crystal.morrish@ocnhealth.com

Please mark all correspondence "**CONFIDENTIAL**"

Please note that only those selected for an interview will be contacted.