



Position Profile

Company: THE REKAI CENTRES
Site: WELLESLEY CENTRAL PLACE

Position: EXECUTIVE DIRECTOR

Reports to: CHIEF EXECUTIVE OFFICER
Website: <http://rekaicentre.com>

The Organization

The **Rekai Centres** are among the first dedicated long-term care homes in downtown Toronto.

With over 50 years of care and service in Toronto, **The Rekai Centres** are committed to providing care which recognizes the diversity of the residents while fostering a spirit of togetherness.

With current locations at Sherbourne Place and Wellesley Central Place, **The Rekai Centres** is able to provide culturally sensitive care for 276 individuals.

The Residence

The Rekai Centre at Wellesley Central Place is a 150 bed long term care home located in the heart of downtown Toronto on the site of the previous Wellesley Hospital. It is a Class A home which opened in 2005.

The Rekai Centre at Wellesley Central Place offers 90 private rooms with the remainder of the 60 residents living in basic rooms. The home also has a 25 room specialized home area for dementia. The Palliative Care program and Nursing Restorative Program are very strong.

As you walk through the front doors of The Rekai Centre at Wellesley Central Place you will feel the tranquility and serenity afforded by our large courtyard. Our residents and their families spend a considerable amount of time in the courtyard during the Spring, Summer and Fall months.

The Rekai Centres is founded on the principles of diversity and inclusion. We were the first long term care home to celebrate multiculturalism.

The respect for cultural values means that the residents will be able to celebrate their culture, traditions and enjoy traditional foods from time to time.

With over 30 years of experience and history it is easy to be enveloped by the comfort and care that is provided.



Position Summary

This role manages the efficient use of human, physical and financial resources to maintain a high quality care for residents.

Carries the ultimate responsibility for the daily operations of the facility and resident care.

Position Accountabilities

KEY RESPONSIBILITIES

Strategy

- In collaboration with the Home senior management team assists in the development of the mission, vision, value statement for the corporation and individual Homes.
- Reviews the mission, vision and values of the Home annually and assists in crafting measurable operational plans supporting the Strategic Directions

Leadership

- Provides leadership and is actively involved in the development of special programs utilizing an interdisciplinary and interfacility approach.
- Provides input to external committees and task forces on standards, new program and initiatives.
- Provides guidance, direction and supervision to the Home.
- Communicates the corporate strategic directions in a clear concise manner to internal and external stakeholders
- Assists and develops corporate policies and procedures.
- Ensures the Home maintains compliance with all applicable statues, regulations and government requirements.
- Prepares, and files all government reports.

Human Resources

- Provides guidance and supports the Department Heads in interpreting the collective agreements.
- Recruits and hires Department Heads and other key staff.
- Assists with orientation of the Director of Nursing Services (DNS) and other key department heads.
- Recruits, hires and discharges employees.



Position Accountabilities

- Provides guidance to the Department Heads on labour issues (disciplines, mediation and arbitration).
- Conducts the Department Heads staff probationary and annual performance review.
- Ensure Performance Appraisals are completed for all staff on an annual basis.
- Meets with Department Heads on a regular basis and provides guidance on HR, risk management, care, legal and fiscal issues, etc.

Communication/Public Relations

- Supports the CEO with marketing and public relations.
- Actively involved in various external committees and actively influences decision making and policy direction at the Ministry of Health/LHINs/AdvantAgeOntario.

Financial Management

- Responsible for completion of Home's operating budget in conjunction with appropriate Department Heads.
- Analyses the annual operating budgets for the Home and provides feedback to the Department Heads.
- Manages the capital budgets for the Home and collaboratively with the CEO to decide on capital priorities for the fiscal year.
- Monitors the monthly expenditures.
- Reviews financial variance reports from the Home and evaluates financial status of the Home. Consults with the Director of Business Services in areas of financial management, funding, cash flow, etc.
- Provides leadership on new funding initiatives and input into how funds need to be spent/allocation for the Home.

Quality & Risk Management

- Monitors the Quality Improvement program and provides feedback on areas of risk and outcomes.
- Reviews monthly quality improvement reports for each department, reviews and provides feedback on trends, areas that require further follow-up or analysis.
- Receives reports on risk management activities and is notified of all unusual or critical issues in the Home.
- Provides guidance to the team on difficult resident or employee issues
- Participates in the Home's Resident Quality Inspection (RQI) process.
- Required to understand the nature and meaning of quality indicators used by the Home, to understand which indicators are publicly reported.



Position Accountabilities

- Required to participate in the improvement of the indicators and achieve satisfactory results.
- Completes all assigned training required as per the LTCHA and Regulation 79/10.

Legal/Liability Issues

- Identifies potential liability issues and collaborates with staff to minimize risk.

Physical Demands

- Periodically lifting may be required.
- Sitting at desk
- Walking and standing throughout the shift □ Repetitive movement at or above the waist.
- Repetitive bending movement below the waist.
- Pushing movement may be required.

Qualifications:

- Must possess a BScN and be a Registered Nurse (RN).
- Academic credentials in nursing management would be an asset.
- Must have a LTC Administrator's certificate or successfully completed within 6 months of start date.
- Greater than 10 years experience at a management level.
- Superior English oral and written communication skills.
- Be a strong team player and willing to contribute to the corporate vision.
- Must be a strategic thinker as well as overseeing all operational aspects.

Contact Information

For further information, please contact:

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Vice President

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The Selection Process

The following is a general overview of the steps in a “typical” process. Please note that Greenhouse may employ an expedited process and some steps may be modified or occur concurrently.

1. Indicating your Interest

If you want to be considered for this position, please forward your resume to the Greenhouse Recruitment Consultant named in this document. It is our promise that your personal information will be kept in the strictest confidence.

2. Preparation of Long List

Once we receive the resumes of those who are interested in this position, we review them against the organization’s needs and the Role Success Profile and also against the experience of other potential candidates. We conduct a telephone screening interview with potential candidates (please be prepared to provide salary expectations). We then make a decision about which candidates best meet the requirements and create a ‘long list’; these candidates are notified if they are moving forward.

3. Interview with Greenhouse

If you are on the ‘long list’ of candidates, we will invite you to an initial interview either in person or via Skype so we can learn more about your knowledge, skills, experience and fit as they relate to the position.

4. After the Interview

For those candidates who have a successful interview we will discuss with you your interest in moving forward. If you decide to proceed it is important to consider some important matters that may impact your final decision.

a) Personal & Family Considerations: compensation, benefits, vacation, need for a physical move, family members input, work hours, etc.

b) Fit: Please think of questions you may have about the role or organization. We will take those questions forward to the client and respond as quickly as possible.

5. Interview with the Client Organization

With a commitment from you to proceed in the process, you and other ‘short listed’ candidates will be invited to an interview with the hiring team. This interview may be lengthy and with a panel. Please plan appropriately for any required travel. If you are selected as one of the ‘final’ candidates there may be further interviews or assessments. Please be prepared to ask questions and to provide information related to the terms you would want in an offer letter.

6. Preparing for an Offer

We will provide feedback after the interview and information related to a hiring decision as soon as possible. Please note that the timing of hiring process may be lengthy. If you are the selected candidate a verbal or written offer may be made to you and this will be conditional upon reference and background checks. A written confirmation will be provided once all checks and assessments are received.



Etiquette & Commitment

Commitments

If this position is offered to you, we expect that you will uphold two commitments of professionalism:

1. You will maintain the confidentiality of offer details (discussing it with your immediate family is acceptable) and you will not disclose the offer terms to your current employer.
2. If you accept the offer, your verbal acceptance is your commitment and we will rely on you to keep this commitment. We understand that some people have second thoughts about changing jobs; we ask that you anticipate this prior to an offer and how you will handle this situation.

If you have concerns with either of these commitments please discuss it with us.

Resume

- Integrity is of utmost importance. It is estimated that 20% of resumes contain information that is not accurate, such as education or accomplishments that have not been achieved or inaccurate employment dates. Details provided in your resume will be verified during reference checks.
- If you realize that you made an error on your resume please notify us and send a corrected version.

Our Support to Ensure your Success in your New Position

- Most people start a new position without a full understanding of the new organization's expectations, processes and culture. There is a chance that the way you are used to doing things will not be the way that your new organization does things; please be open minded and flexible.
- Our commitment and support to you continues after you start the new role. We work collaboratively with the client and the new hire to facilitate a strong working relationship throughout the onboarding process. We follow up at 3, 6 and 12 months with both the client and candidate to ensure a strong working relationship.

Confidentiality

- Greenhouse respects your privacy and will maintain the confidentiality of personal information provided to us for the purposes of recruitment searches.
- By providing your resume and any other related information either directly or through a third party on your behalf (e.g. references) you agree that you are providing them with your consent for potential disclosure to our client. You will be informed prior to your personal information being disclosed.
- Thank you for your interest in this position. The information provided in this document is intended for informational purposes and not legal or contractual. Please contact us directly if you have questions.

