

Administrator – Long-Term Care (Grimsby, ON)

The Organization: Shalom Manor & Gardens is a faith-based, non-profit organization that is home to 144 residents living in long-term care (Shalom Manor) and 36 assisted living suites (Shalom Gardens). Our vision is to provide *a Christ-centered journey in a loving community*.

Shalom Manor was founded in the 1970s and has faithfully served seniors within the Reformed Christian community since. Recognizing the need for expanded services in the province, we are currently building a second site in Hamilton, Ontario, with an expected opening in 2027.

The Opportunity: Reporting to the CEO, you will be responsible for the day-to-day operations of Shalom Manor (Grimsby), ensuring high-quality resident care, regulatory compliance, operational effectiveness and a positive environment for residents, families, staff and volunteers. This is a full-time permanent position, with a start date in January 2026. It requires on-site presence at 12 Bartlett Avenue, Grimsby.

As the Administrator, you will:

- Promote and integrate the home's Christian values into organizational culture and decision-making
- Provide overall operational leadership in accordance with the Fixing Long-Term Care Act, associated regulations and other applicable legislations
- Lead, mentor and support a high-performing leadership team, working to foster a respectful and collaborative workplace culture
- Serve as the designated lead for the Quality Improvement program, ensuring leadership, accountability and continuous improvement
- Build strong relationships with residents, families, staff, volunteers and other stakeholders

Who You Are: You bring-

- A bachelor's degree in a healthcare-related field from a recognized university
- A minimum of 5 years of relevant health management experience with experience in long-term care, policy writing and leading in unionized settings
- Completion of an approved program in long-term care administration that is a minimum of 100 hours in duration of instruction time, or the completion of a program within 12 months of being hired
- Ability to provide a vulnerable sector police check within the last 6 months, and proof of TB testing completed within the last 12 months

Apply If You Want To:

- Lead in a mission-driven organization where faith, compassion and excellence are central;
- Work with a supportive leadership team and highly engaged community; and
- Be part of one of the largest faith-based LTC expansions in Ontario.

The Offer: This position includes-

- Salary starting from \$108,000, based on education and experience
- Benefits, including extended health care, dental care, vision and life insurance
- RRSP match
- Paid time off, including vacation, sick time and float days

Submit Your Interest: Interested candidates are invited to submit their resume and cover letter, outlining their qualifications and alignment with our mission to: hr@shalommanor.ca.

Shalom Manor & Gardens welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

Applications will be reviewed upon receipt and the posting will remain open until the position is filled.