



George M. Guimond Care Centre Inc.

Box 308, Pine Falls, MB R0E 1M0
 Phone (204) 367-2245 / 367-2246 Fax (204) 367-8516

Employment Opportunity

Position:	Administrator		
Rate:	Competitive wage rate and benefits package are offered.		
Position Summary:	<p>Under the direction of the Board of Directors, the Administrator is responsible for the development, implementation and evaluation of George M. Guimond Care Centre Inc. This includes the responsibility to provide leadership and guidance to the staff. The Administrator provides input and makes decisions regarding policy formation, long range planning and coordination of services. Primary responsibilities relate to communication, planning, organization, leadership, resource allocation, quality improvement, resident safety and advancement of knowledge. All responsibilities for this position will be consistent with the mission, philosophy, Resident Bill of Rights and the established policies and procedures. The manner and behavior in which the Administrator carries out the specified duties is reflected on the facility therefore, professionalism, confidentiality, empathy, courtesy and tact must always be maintained.</p>		
Qualifications:	<p>Education and Experience</p> <ol style="list-style-type: none"> 1. Post graduate degree in a health care or business administration; OR 2. Baccalaureate Degree in nursing, with current registration in good standing with the College of Registered Nurses of Manitoba; OR 3. Minimum five years management experience in the healthcare industry. 4. A suitable combination of post-secondary education and health care experience relevant to the position will also be considered. 5. Must be committed to the vision of George M. Guimond Care Centre Inc. <p>Knowledge, Skill and Abilities</p> <ol style="list-style-type: none"> 1. Demonstrated managerial experience in a health care setting, including but not limited to leadership, strategic planning, financial management, and human resource; 2. Knowledge of regulations governing health services funding and reporting systems. 3. Demonstrated communication abilities, both written and verbal. 4. Demonstrated participatory management style and the ability to work within a multidisciplinary framework; 5. Demonstrated organizational skills and an ability to use the problem-solving approach in both patient and administrative matters; 6. Self-directed and creative with experience in developing programs and facilitating change; 7. Demonstrated ability to foster and promote working relationships; 8. Possess a commitment to self-development; 9. Demonstrated ability to adapt to, be flexible, manage and facilitate change; 10. Competence in computer skills including use of Microsoft Office products; 11. Good physical and mental health to meet the demands of the position. 12. Experience in employee and labour relations. 13. This position is subject to a Criminal Record Check and Child Abuse and Adult Abuse Registry Check. 		
Posting Date:	April 25, 2022	Application Deadline	Open until filled
Submit Resume to:	<p>Board of Directors George M. Guimond Care Centre Inc. Box 308 Pine Falls, Manitoba R0E 1M0 Fax: 204-367-8516</p> <p style="text-align: right;">Email: gmgcc@mymts.net</p>		
Start Date to be determined			