



WE ARE CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITION:

Site Administrator

Working at St. Joseph's Health Centre is a great career choice! It offers management, supervisory and administrative roles in both long term care and hospital environments and provides opportunities to liaise with community partners at all levels. Our organization is known throughout the North for its efforts in facilitating change in the healthcare system, optimizing our resources, and maximizing the quality of life for our residents and patients. As a not-for-profit organization, we focus our resources where they can make the greatest impact and serve the most vulnerable. Consider a role with St. Joseph's Health Centre as an opportunity to make a genuine difference in the lives of others.

Annual Salary: \$97,617 - \$114,874 (commensurate with experience)

Start date: as soon as possible

The primary role of the Site Administrator is to ensure the management and staff of St. Joseph's Continuing Care Centre have the supports required to nurture the work environment and the care environment to promote caring, compassion, and psychological health and wellbeing. The Site Administrator is the direct supervisor for the management team at SJCCC, is a member of St. Joseph's Health Centre's Senior Management Team, and is responsible for ensuring the operations at SJCCC are in alignment with the strategic direction set out by the Board of Directors, the mission, vision and values of the organization, our Performance Standards, the budget, and all relevant federal and provincial regulations.

QUALIFICATIONS:

- Post-secondary diploma or degree from a program of at least 3 years in duration, preferably in health or social services
- At least 3 years of working experience in a managerial or supervisory capacity in the health or social services sector
- Extensive knowledge of the Public Hospitals Act and regulations and other relevant legislation
- Proven ability to work collaboratively and serve a leadership/mentorship role in an interdisciplinary team environment
- Proven ability to facilitate and manage change and to be flexible, innovative and creative

We thank all applicants for their interest and invite applications from persons with disabilities. Only those applicants selected for interviews will be contacted. Please advise at the time of contact if you require accommodations for your interview.



ABOUT ST. JOSEPH'S HEALTH CENTRE:

St. Joseph's Health Centre oversees the operations of St. Joseph's Villa (a 128-bed long term care home) and St. Joseph's Continuing Care Centre (a 64-bed continuing care hospital) in Sudbury, and Villa St. Gabriel Villa (a 128-bed long term care home) in Chelmsford. Our Administrative team supports all three facilities and manages clinical, operational and financial services. We are a faith based organization guided by our core values of Service, Integrity, Dignity and Excellence with a focus on a culture of caring.

Please consider joining our team of dedicated professionals if you share a genuine commitment to the wellbeing and care of our patients, residents and staff.

HOW TO APPLY:

Please indicate the Job Title of the position to which you are applying in the subject line of your email or fax cover sheet.

**St. Joseph's Health Centre
Attention: Human Resources**

**1140 South Bay Rd
Sudbury, ON P3E 0B6
Fax: 705-674-9550**

Email: hr@sjsudbury.com

St. Joseph's Health Centre offers a competitive salary, comprehensive benefits package, HOOPP pension, and career development opportunities. Relocation assistance available for new employees.