



Job Title: Administrator - Pioneer Ridge - Full-Time

Competition Number: COM-266-24	Department: Community Services
Posting Category: Open	Division: Pioneer Ridge
Job Type: Full-Time	Affiliation: Managerial
Site: Pioneer Ridge	Location: CA-ON-Thunder Bay
Min: CAD \$128,508.12/Yr.	Max: CAD \$151,186.01/Yr.
Pay Band: 13 (To be rated)	Number of Positions: 1
Effective Date: March 1, 2020	Supersedes Date: January 29, 2014
Posted Date: November 29, 2024	Post End Date: December 27, 2024

**The Corporation of the City of Thunder Bay
has a rewarding opportunity for a
[Administrator – Pioneer Ridge! \(Full-time\)](#)**

Work Location: Thunder Bay

Thunder Bay is the largest community on Lake Superior. With a census metropolitan area population of 123,258 (Census 2021), it is the most populous municipality in Northwestern Ontario. Deeply rooted with European and Indigenous cultures, Thunder Bay is the sixth most culturally diverse community of its size in North America. The community values a high quality of life and promotes a clean, green, beautiful and healthy community that provides economic opportunity, respects diversity and provides affordable and safe neighborhoods that are accessible to all.

Thunder Bay is a vibrant community and is the region's commercial, administrative, and medical hub. From trees to transportation to the new frontier for research, health and life sciences, the community stands for hard work and innovation. The City by the Bay is home to 38 elementary schools, three middle schools, eight secondary schools, two private schools, an adult education facility, a post-secondary college and a university institution that provides a medical school and a law school.

As a four-season outdoor paradise Thunder Bay is the sunniest city in eastern Canada with an average of 2121 hours of bright sunshine each year. It is also one of the most dynamic "Cultural Capitals of Canada". Residents and visitors of Thunder Bay enjoy the harmony of a city rich in wide-open green spaces, parks and wilderness - and a major centre for visual and performing arts, and culture.

If you truly enjoy the advantages of work life balance that a smaller city provides in a large organizational setting, then come join us!

If you already live here, we can't wait for you to join our team!

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The Opportunity

As the Administrator – Pioneer Ridge, you will be responsible for providing leadership and direction to ensure the effective operation and administration of Pioneer Ridge municipal long term-care home, Jasper Supportive Housing Program, and other older adult support services. You will have primary responsibility for the strategic direction and oversight of the Division and for ensuring compliance with applicable legislation. You'll be an active member of the Community Services Departmental Leadership Team, committed to providing quality programs, services and experiences through inclusive and safe environments that enhance the lives of residents.

Ideal Candidate

The ideal candidate will have the following:

- University Degree in Health Care, Health Administration, Business Administration, or related field
- Minimum 8 years progressive management experience working in the provincial health care system with in-depth expertise in the long-term care sector
- Successful completion of a program on long-term care home administration/management recognized by the Ontario Ministry of Health and Long-Term Care
- Knowledge of health care records administration, privacy and confidentiality issues.
- Strong knowledge of principles of gerontology (the aging process)
- Experience in business management, planning, budgets, and finance
- Experience facilitating change and organizational transformation in a complex organization
- Experience in the various components of human resource management in a unionized environment
- A strong understanding of risk management and quality improvement initiatives
- Sound knowledge of applicable legislation in Long Term Care
- Ability to establish and maintain effective working relationships with members of City Council, private and public officials, subordinates, co-workers, residents, families, and the general public

For a full detailed job description, please click [here](#)

Why Pioneer Ridge?

Comprised of 200+ staff, who are highly skilled and trained, Pioneer Ridge provides 150 Long Term Care beds and is a place for residents to live well. Residents are treated equally in a setting of compassion and care, through quality nursing care, life enrichment programs, balanced nutrition, and social and spiritual opportunities.

Since 2018, Pioneer Ridge is a recognized Best Practice Spotlight Organization with the Registered Nurses' Association of Ontario and has also been accredited by the Canadian Council on Health Services which is a testament to the quality of care and services that are provided to residents.

Why Work for the City of Thunder Bay (CTB)?

When you work for the City of Thunder Bay, you are part of our team, and here you can:

- Experience your importance
- Unleash your potential
- Know your work matters

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- Embrace diversity
- Make a difference
- Join a dedicated team, and
- Build community.

Learn more about the top reasons to work at the CTB: <https://www.thunderbay.ca/en/city-hall/jobs.aspx>

Great Tangible Benefits

As an employee with the Corporation, you will be in receipt of the following amazing benefits:

- Great competitive salary and fantastic matching pension plan
- Great paid vacation and holidays
- Strong health benefits coverage – employer paid health, vision, & dental benefits
- Excellent life insurance & accidental death & dismemberment insurance (2 times your annual salary)
- Fantastic employee family assistance program (EFAP)
- Great employee wellness program
- Supportive career progression opportunities
- Great corporate training & leadership development
- Great tuition reimbursement program (continuous learning)
- Voluntary leave purchase plan
- Healthy Staffing Pattern (nurse to patient ratio)
- Fun place to work – staff appreciation events, recognition days, BBQs, luncheons etc.
- Great teamwork environment – have other professional & experienced staff to work with regularly
- Amazing, dedicated team who are very focused on providing exceptional resident care
- Opportunity to provide meaningful work

Beautiful Thunder Bay

Learn why Thunder Bay is such great place to live and work: <https://gotothunderbay.ca/why-thunder-bay/>

How to Apply

We can't wait for you to join us and be a part of our team!

For a detailed job description, including job responsibilities and to apply please visit:

www.thunderbay.ca/jobs

General Information:

As an equal opportunity employer, the City of Thunder Bay encourages applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women and members of the 2SLGBTQ+ community.

ONTARIO HUMAN RIGHTS CODE: It is a contravention of the Human Rights Code of Ontario to discriminate on the basis of: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, marital status, family status, disability, age, record of offences, gender identity or gender expression. Therefore, a resume submitted to the City must not include references to any of the above characteristics. Do not include:

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- Photos
- Any certificates that have photo identification
- Driver's licences
- Police records checks

Note: The above documentation will be requested by the Human Resources Division should you be the successful applicant. If a Criminal Record Check is required, it will be requested by Human Resources should you be the successful applicant. Please do not submit your Criminal Record Check with your application.

ACCOMMODATION: Reasonable accommodations are available upon request for all parts of the recruitment process.

PRIVACY: Personal information on the form is collected under the authority of the Municipal Act, c. 302, as amended, and will be used to determine eligibility for employment. Questions about this collection of personal information should be directed to the Human Resources Division, 125 Syndicate Ave Suite 42, Thunder Bay, Ontario, P7E 6H8, Telephone: 625-3866