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Currently seeking:

**Director of Care
Toronto, ON**

About:

Humber Meadows Long-Term Care (HMLTC) is a modern, not-for-profit home located in northwest Toronto, proudly operated in partnership with Humber River Health.

Home to 320 residents, we provide compassionate, person-centred care in a safe, inclusive, and nurturing environment. Our dedicated team is committed to enhancing quality of life through individualized care, meaningful engagement, and a strong sense of community.

Designed with comfort and connection in mind, Humber Meadows offers bright living spaces, nutritious home-style meals, and engaging programs that support physical, emotional, and social well-being.

Conveniently situated in Toronto, our home is part of a growing, dynamic community that values diversity, collaboration, and inclusion. With the support of Humber River Health and our passionate team, Humber Meadows Long-Term Care is more than a place to live. it's a place to belong, to thrive, and to call home.

Position Overview:

The Director of Care is responsible and accountable for the management and leadership of all aspects of nursing care and service to our residents, and ensures quality resident care, an excellent overall resident experience, and

compliance with the Fixing Long-Term Care Act, all other relevant legislation professional practice standards, and the HMLTC's policies.

Responsibilities:

Quality Care and Service

- Provides comprehensive leadership of resident care services.
- Plans, coordinates, directs and monitors the effectiveness of all operational activities within the nursing department, ensuring those activities are aligned to the home's strategic plan.
- Promotes a resident-centered care approach that engages residents, family members and employees to provide care that meets the individual needs of our residents.
- Ensures that all residents receive appropriate and individualized resident-centered care for their physical, mental and emotional well-being and encourages activities that maximize independence and enhance quality of life.
- Ensures compliance with all relevant legislation, Ontario College of Nurses professional standards and HM LTC policies/procedures.
- Organizes, guides, monitors, evaluates and improves the quality of resident care, including reviewing relevant Inspection Protocols and addressing any gaps in delivery.
- Ensures that all required nursing committees are properly functioning within their areas of responsibility and terms of reference.
- Acts in a leadership capacity to ensure that employees foster positive customer service with all residents and families in their day-to-day work.
- Fosters a strong relationship with the Medical Director.
- Leads quality improvement initiatives related to mandatory programs (e.g. Skin & Wound, Pain, Falls, Restraints, Antipsychotics Reduction, Palliative Care, etc.).
- Leads investigations into resident/family concerns in accordance with the legislative requirements and operational policies and procedures; liaises to assist in problem resolution.
- Participates and supports the resident admission, transfer and discharge process; works closely with social workers and registered staff to ensure smooth transition and the development of care plans.
- Ensures all resident care plans and documentation is collected, used and disclosed in accordance with HIPPA and regulatory requirements, including access to personal health information.
- Understands RAI MDS software and maintains computer literacy on other necessary software; oversees the maintenance of accurate and complete clinical records of residents.
- Ensures that High Intensity Needs Funding (HIN) is utilized as required to meet complex resident needs; ensures that HIN applications are submitted to the Ministry of Long-Term Care (MLTC) in accordance with the Ministry guidelines.

Excellent People

- Establishes and maintains a work environment focused on empowering employees to achieve organizational objectives through the effective organization and delegation of work assignments, clear communication of organizational expectations, and achievement of shared goals.
- Manages the Resident Home Area Managers to ensure excellent resident-centered care; provides mentorship to and supports skills development of the nursing leadership team.
- Oversees the recruitment, training, performance, evaluation, discipline, termination, scheduling and ongoing supervision, leadership, coaching and mentoring of the nursing staff (RPN, RN, RPN, PSW, etc).
- Fosters a positive and collaborative work environment, promoting teamwork, communication, and professional growth among the nursing staff.
- Manages the Scheduler and ensures adequate staffing levels are maintained at all times; develops additional plans to ensure staffing levels are achieved; ensures that a robust scheduling process is in place.
- Ensures adherence to collective agreements and Humber Meadows policies and procedures as it relates to human resource management and performance, infection prevention and control, financial management, health and safety and resident care program/services policies, procedures and protocols.
- Works in accordance with the organization's Health and Safety Policies and Procedures and in compliance with the Occupational Health and Safety Act.
- Ensures all registered team members provide appropriate documentation of registration and continued learning at least annually; ensures an appropriate tracking and record system for all team member credentials.

Responsible Use of Resources

- Provides financial leadership by managing and monitoring the nursing budget, nursing envelope expenditures and fiscal plan. Takes appropriate action where variances are identified to ensure expenditures are within the budget.
- Ensures effective and efficient procurement and supply control procedures within the nursing department.

Operational Excellence

- Establishes annual departmental goals, including the specific focus/goals of each of the home's committees.
- Ensures all incidents considered Critical Incidents as per the Fixing Long-Term Care Act, 2021 and regulations are reported to the Director in accordance with the reporting timeframes; ensures all Critical

Incidents follow the reporting guidelines and that records of all investigations are kept as per regulatory requirements.

- Ensures prompt response to address concerns of residents and family members in accordance with legislative requirements and HMLTC's operational policies and procedures; mediates appropriate responses to those concerns and ensures action plans are implemented.
- Serves as on-call nursing leader as per schedule and responds to emergency situations.
- Participates with the interdisciplinary team in strategic planning for the home.
- Maintains an organized system of records management for the nursing department.
- Supports and promotes research initiatives related to seniors' care.
- Performs other duties as assigned, including special projects and initiatives.

Effective Partnerships

- Effectively builds positive relationships with representatives of Humber River Health, other hospitals, Ontario Health, the Ministry of Long-Term Care, Unions, Toronto Public Health, Ontario Health at Home and other organizations as appropriate.
- Works to advance seniors' care through participation on external committees.
- Develops a strong relationship with educational institutions and a robust student placement environment.

Qualifications:

Education

- Bachelor of Science in Nursing
- Master's (Nursing, Health Administration or Business) – preferred

Certifications

- Current registration in good standing with the College of Nurses of Ontario (CNO)
- Gerontological Nurse Certification (GNC) or equivalent – preferred

Experience

- Minimum 3 years progressive managerial experience including experience as a Director of Care

Skills & Knowledge

- Fixing Long-Term Care Act 2021, Ontario Regulations 246/10
- IPAC Protocols
- Point Click Care or other EHR System
- Excellent written and oral communication skills
- Microsoft Office (Outlook, Word, Excel, PowerPoint)

- Leadership abilities (people management, finance, labour relations and departmental coordination)
- Highly proficient planning and organizing skills
- Strong interpersonal skills, tact and diplomacy, and negotiation

Compensation:

- Annual salary range of \$120,000–\$130,000, commensurate with experience and qualifications.

How to Apply?

Please apply in confidence to:

Charline Lauria

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1-855-305-4078 ext. 202

Leaders Helping Leaders ... We Welcome Your Referrals!

If this opportunity is not a fit for your background and experience please feel free to forward to any interested colleagues.

We invite interested candidates to submit their resumes in confidence. While we appreciate the interest of all applicants, we will contact only those selected for interviews.

We are equal-opportunity employers committed to an inclusive, barrier-free recruitment and selection process. We respect, encourage, and celebrate diversity.

If you are an applicant with disabilities and require accommodations, please let us know at the time of our contact so that we may arrange for their provision.

WHY PARTNER WITH US?

STRATEGIC PARTNERSHIPS

We strategically partner with organizations that aspire to elevate their brand, cultivate a strong culture and become an employer of choice - naturally attracting the best talent.



ELITE ALLIANCES

We form elite alliances with individuals who aspire to work at the highest level and are committed to investing in themselves and their brand.

COMPREHENSIVE PEOPLE AND CULTURE SOLUTIONS

Talent Acquisition: Connecting you with leaders who fit your mission and values.

Education: Building leadership and clinical capacity through tailored programs.

Align People & Culture: Employer branding, retention strategy, and engagement.

Coaching: Executive and clinical coaching to support culture transformation.

Headhunting: Precision search to find the right leaders — the first time.

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