

RETIREMENT AND ASSISTED CARE MANAGEMENT

Program: CARE

Credential: Ontario College Graduate Certificate

Delivery: Full-time + Part-time

Work Integrated Learning: 1 Field Placement

Length: 2 semesters

Duration: 1 year

Effective: Summer 2025

Location: Barrie

Description

The demand for retirement and assisted living communities is experiencing a surge in response to an aging population, and the sector requires qualified professionals to support this growth. Georgian's Retirement and Assisted Care Management graduate certificate program provides students with a combination of business and hospitality skills, as well as health care and wellness knowledge. Students gain the practical skills required to manage operational aspects of senior living environments, and explore a variety of areas, such as therapeutic recreation, meal provision, sales and marketing, and gerontology. Through experiential learning opportunities, including a capstone project and field placement, graduates of this program are prepared with the leadership skills and knowledge to advance their careers within this expanding field.

Career Opportunities

Graduates may find positions in a variety of different roles within retirement communities and long-term care facilities. Such positions may include

- Management and Administration Roles
- Internal Sales and Marketing Roles
- Supplier Sales and Marketing Roles
- Activities and Recreation Directors
- Food and Beverage Management
- Housekeeping Management
- Environmental Services Roles
- Support and Caregiving Roles
- Therapeutic Recreation and Geriatrics

Program Learning Outcomes

The graduate has reliably demonstrated the ability to:

1. plan and implement operational strategies in the retirement communities sector that meet external regulatory and legal requirements;
2. analyze budget revenue and expenses to assess alignment with financial targets and inform strategic priorities;
3. develop promotional marketing materials for the retirement and assisted care facility to attract specific target markets;
4. design and recommend operational strategies within facility management, risk management, and environmental planning to promote continuous quality assurance;

5. manage employee relations within a human resources framework using leadership principles and in accordance with ethical, legal, and professional standards;
6. implement organizational strategies, policies, and procedures to meet the psychological, physiological, social, and spiritual needs of those requiring memory care;
7. use evidence-based nutritional standards and practices to meet the dietary needs of residents;
8. communicate with the diverse retirement home and assisted care population, including staff, family, and residents, in a manner that supports a caring and inclusive environment for all residents;
9. apply evidence-informed practices within the retirement and assisted care community that contribute to the local and global community through social responsibility, economic commitment, and environmental stewardship.

Program Progression

The following reflects the planned progression for full-time offerings of the program.

Summer Intake

- **Sem 1:** Summer 2025
- **Sem 2:** Fall 2025

Admission Requirements

- Ontario College Diploma, Ontario College Advanced Diploma, Degree, or equivalent credential in a related field

Applicants who do not possess the above academic requirement may be considered upon submission of a resume and reference letters that demonstrate relevant work experience.

Additional Information

This program shares three courses with the Food and Nutrition Management Graduate Certificate. Graduates of this program who enroll in Food and Nutrition Management will receive three transfer credits if all requirements are satisfactorily met.

Criminal Reference/Vulnerable Sector Check

Placement agencies require an up-to-date clear criminal reference check and vulnerable sector check prior to going out on placement. Students should obtain their criminal reference three months prior to placement; checks conducted earlier may not be considered current. As some jurisdictions require longer lead-time for processing, please check with the program coordinator to ensure you allow for sufficient turn-around time. It is the student's responsibility to provide the completed document prior to placement start.

NOTE: A record of criminal offences, for which a pardon has not been granted, may prevent students from completing their placements, thereby affecting their ability to graduate.

Graduation Requirements

11 Program Courses

1 Field Placement

Graduation Eligibility

To graduate from this program, a student must attain a minimum of 60% or a letter grade of P (Pass) or S (Satisfactory) in each course in each semester. The passing weighted average for promotion through each semester and to graduate is 60%.

Program Tracking

The following reflects the planned progression for full-time offerings of the program.

Semester 1		Hours
CARE 1000	Healthcare Environmental Services	42
CARE 1001	Introduction to Senior Living	42
CARE 1002	Managing Food Operations in Healthcare	42
CARE 1003	Recreation Programming for Older Adults	42
CARE 1004	Sales and Marketing	42
FDNM 1019	Field Placement Career Preparation	42
FDNM 1001	Finance and Accounting	42
Hours		294
Semester 2		Hours
CARE 1005	Gerontology and Therapeutic Wellness	42
CARE 1006	Leadership and Management Principles in Senior Living	42
CARE 1007	Retirement Community Legislation, Regulations, and Risk Management	42
FDNM 1000	Human Resource Management	42
Field Placement		
CARE 1008	Field Placement	180
Hours		348
Total Hours		642

Graduation Window

Students unable to adhere to the program duration of one year (as stated above) may take a maximum of two years to complete their credential. After this time, students must be re-admitted into the program, and follow the curriculum in place at the time of re-admission.

Disclaimer: *The information in this document is correct at the time of publication. Academic content of programs and courses is revised on an ongoing basis to ensure relevance to changing educational objectives and employment market needs.*

Program outlines may be subject to change in response to emerging situations, in order to facilitate student achievement of the learning outcomes required for graduation. Components such as courses, progression, coop work terms, placements, internships and other requirements may be delivered differently than published.