



Grande Spirit Foundation

“We provide quality housing that serves the needs of our seniors, families and individuals.”

The GSF organization has an exciting career opportunity for the right candidate to fill the position of **Site Assistant Manager**.

This role is not just about running a life enrichment program for seniors but also about coordinating services and activities for residents at one specific location. It's an essential role in the organization, reporting to the District Manager. The successful candidate will be responsible for coordinating the everyday business at a Senior Residential Lodge facility and providing supervision not only to the lodge's staff but also to its residents. This position will also focus on administration, reporting, coordinating maintenance, and supporting the organization's Health and safety program. The successful candidate will be able to prioritize and manage multiple projects and initiatives concurrently while meeting deadlines. Please note that this position will also require excellent communication skills and will maintain positive relationships between the management team, employees, and residents.

Responsibilities:

This role shall assist:

- Deliver services on approved policies and procedures
- Assist with Strategic Planning
- Coordinating Lodge Budgets
- Performance Management
 - Annual Performance Reviews
 - Safety
 - Training
 - Assist in the Performance Discipline process with the District Manager
- Coordinates the occupancy and service delivery for assigned sites, including food, housekeeping, life enrichment, property management, and resident support
- Oversees regular events and activities for residents
- Supervises the staff and oversees the coordination of the schedules
- Ensure all data entry and updates regarding resident management, inventory, and site-level reports are ready for the District Manager
- Manages the daily operations such as phone calls, greeting visitors, residents, and staff issues
- Coordinates and participates in all site inspections
- Participate in Management Meetings
- Coordinates and participates in Rent Reviews
- Participate in any Resident issues or investigations while working with the District Manager
- Assists with ensuring operational compliance with all applicable legislation standards and operational guidelines

Experience and Qualifications:

- High School Diploma with preferred training in Human Services, Adult Fitness, Hospitality, or Activity Coordinator
- A minimum of three years experience providing services to Seniors and one year in an office environment
- A combination of training and experience will be considered in lieu of formal educational requirements
- Flexible and effectively coordinating multiple competing priorities and deadlines.
- Thrive in a fast-paced environment with an ability to multi-task, set priorities, and meet deadlines
- Excellent leadership qualities both in verbal and written communication skills
- A genuine interest and empathy for the care of senior citizens
- First Aid and CPR certification preferred
- Valid driver's license

Perquisites:

Grande Spirit Foundation provides impressive incentives such as competitive compensation with exceptional Health & Dental Benefits along with life insurance and an RRSP matching option; great vacation and Work/Life balance incentives; supportive Professional Development and ongoing training for all levels of staff; and the ability to work in a Progressive and Innovative organization

Interested? Then please apply by May 13, 2024, at
Resumes@grandespirit.org

The Grande Spirit Foundation would like to thank all applicants for their interest in our organization; however, only those selected for the interview process will be contacted. We hire on the basis of merit and are committed to employment equity. We encourage all qualified persons to apply. Please note that a successful candidate will be required to undergo a Criminal Record Check prior to commencing the job role.