



# SITE ADMINISTRATOR

Sundre Seniors' Supportive Living Facility in Sundre, AB



**JOB TITLE:** Site Administrator, Sundre Seniors' Supportive Living Facility (Full-time, eligible for benefits).

**POSITION NO:** MVSH 09 - SA

**EFFECTIVE DATE:** As soon as possible.

**SALARY RATE:** As per the MVSH salary schedule.

#### MAIN DUTIES:

- The Site Administrator is responsible for management oversight of the daily operations of the Site under the direction of and in consultation with the Resident Care Manager.
- Creates a welcoming, home-like environment, develops positive relationships with residents and their families; and, hears and responds to their concerns.
- Facilitates communication between all departments, staff, supervisors, volunteers (through Volunteer Coordinator) and contractors.
- Supervises Site reception and assists supervisors and the Resident Care Manager with administrative duties.

#### QUALIFICATIONS:

1. The ability to understand the unique needs of residents and their families, as well as experience working with seniors.
2. Knowledge of human resources and/or conflict management.
3. Excellent interpersonal and relationship building skills.
4. Professional and effective oral and written communication skills.
5. Problem-solving, critical thinking and decision-making skills.
6. Dependable, reliable, trustworthy and positive role model for the organization.
7. Must have a clear and current vulnerable sector check.
8. Site Manager's course(s) and/or post-secondary education in social sciences/business administration would be assets.

#### CLOSING:

Until a suitable candidate is found.

#### FORWARD RESUME TO:

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*We thank all applicants for their interest, only those selected for an interview will be contacted.*

Our Vision - We enhance lives by providing quality care and self-sustainable living through innovative leadership.

