

Retirement Community Manager

Westwinds Communities prides itself on providing exceptional hospitality and value in its retirement communities.

The Program Manager oversees all aspects of operation for the newly constructed 100 suite Medicine Tree Manor in High River, Alberta. This an excellent opportunity for the successful candidate to develop the Community's front line team to ensure a quality lifestyle for our seniors and a great work environment for our employees.

The Program Manager champions a small leadership team to provide resident relations, hospitality services, employee leadership, community engagement, financial management and property management of the Community.

The Candidate

The successful candidate will possess dynamic leadership skills, superior communication and organizational skills and strong knowledge of regulatory requirements to ensure residents receive a person centred approach in the Community.

You are an experienced hospitality manager who excels at customer relations and have successfully managed a retirement residence for a minimum of five years in addition to:

- Excellent organizational and time management skills and the ability to multi-task and work in dynamic environment;
- Proven inter-personnel skills and the ability to relate to a variety of client audiences;
- Excellent communications skills both verbal and written;
- Strong problem solving skills;
- Proven working knowledge of accommodation standards and supporting regulatory compliance requirements;
- Working knowledge of the Alberta social housing legislation and its application;
- Proficient evaluation skills to continuously improve and monitor operations and resident relations;
- A proficient understanding of the seniors population and aging process;
- Strong analytical skills including process management;
- A good understanding of financial management and budgets;
- Understanding of preventative maintenance;
- Competent computer skills – MS office 2010;
- First Aid and WHMIS 2015;
- Experience in workplace health and safety program management; and
- Familiarity with Yardi Voyage version 7 is an asset.

The successful candidate will be required to obtain a Criminal Records Check and must have a valid Alberta Driver's License with a good driving record. Westwinds Communities offers a great work environment and a superior management benefit program.

If you are energetic, highly motivated, a capable leader and enjoying working in a fast paced team environment, please apply by July 14, 2017 (position will be held open until a suitable candidate is found) to:

L Ingalls, Chief Administrative Officer
Westwinds Communities

E-mail: Lauren.Ingalls@westwindscommunities.ca

Westwinds Communities is an innovative and dynamic not for profit providing quality seniors and family housing to low and moderate income households within the Foothills Region. Annually we provide services to over 600 households through our supportive living, social housing and affordable housing programs.

Visit our websites at www.westwindscommunities.ca