

COMPETITION # TBG 2273

FACILITY: Big Knife Villa **DEPARTMENT:** Housing & Lodges

TITLE: Administrative Assistant/Activities Coordinator **STATUS:** 1.0 FTE

POSITION SUMMARY:

This position will work closely with the Lodge Manager in leading and coordinating overall operations, and will assist in all departments to ensure duties are being performed effectively and efficiently. This position will also involve the planning, development and implementation of resident recreation programs and activities. Duties will further include facilitating a harmonious working relationship among staff members through strong communication and leadership skills and the ability to work cooperatively and professionally with staff and residents alike.

QUALIFICATIONS:

- Experience in administrative / accounting environment preferred
- Advanced working knowledge technology and utilization of various office equipment
- Certification from a recognized recreation program for seniors or relevant job experience may be considered
- Creative and person-centered approach to residents, families, visitors, and volunteers
- Administrative Assistant Certificate an asset
- Experience in Landlord /Tenant relations is an asset
- Valid Driver's Licence

REQUIREMENTS:

- Works closely with the Manager in leading and coordinating overall operations; including labor relations and policy input, new hires, approval of staff hours and absences
- General office duties including filing, updating lists, recording minutes, data entry collection
- Assists with accounting and payroll processes
- Implement and deliver short- and long-term recreational programs, activities, and crafts
- Maintain adequate files and records of activities and volunteer programs
- Plan for community involvement in activities through group and individual visits to the facility
- Enhance the life of community within the facility through recognition of birthdays and special events and to provide seasonal interest through decorations or displays in the public areas
- Other duties as assigned

PAY RATE: Competitive salary and benefit package

DATE POSTED: September 13, 2021

CLOSING DATE: When a suitable candidate is found.

Must be 18yrs of age or older to apply for this position, please email your resume to resumes@bethanygrp.ca
The competition number must be listed in the subject line to be considered for this position.

In compliance with The Protection for Persons in Care Act, successful candidates must provide a valid Criminal Record Check (current within 90 days) before employment can be confirmed.

*Your employment is conditional upon you providing proof satisfactory to the Employer that you are fully vaccinated for COVID-19. * If you have not received the vaccine due to any legislated protected human rights grounds and upon presentation of sufficient proof satisfactory to the Employer, the Employer shall make reasonable attempts to accommodate you to carry out your role to the point of undue hardship, recognizing that the health and safety of other employees and patients/residents will be a priority.*

**Fully vaccinated means you that you are two weeks from your second dose in a 2-dose series (e.g., Pfizer, Moderna or AstraZeneca) or two weeks from a single-dose vaccine (e.g., Johnson & Johnson Janssen) [You will be required to update for any booster shots if that becomes an additional to what constitutes full vaccination].*

We sincerely thank all candidates for their application; however only those selected for interview will be contacted.