

The Mission of the Foundation is to create resident focused communities that are respectful, caring and compassionate, where residents are encouraged to live each day with purpose and belonging.

Our Values:

- **Resident centered care** - we care for the whole person with kindness, respect and dignity, while ensuring residents and their families have a voice in all aspects of their care and service.
- **Continuous Improvement** – we strive to continually improve our care and services.
- **Welcoming Environments** – everyone who lives, visits and works in our community contributes to its warmth and friendliness.
- **Diligent Stewardship** –we commit to responsibly using all resources entrusted to us, to maximize our residents’ quality of life.

Reporting to the Site Leader, the **Hospitality Manager** ensures resident centred care is provided for all residents in an individualized meaningful way and includes family involvement. This position is responsible for the effective completion of delegated responsibilities including the day-to-day management of housekeeping services, laundry, food services and maintenance services. The Hospitality Manager acts as a role model and ambassador for the mission and values of the Foundation.

This is a Permanent Full-Time Position

Formal Education:

- Bachelor’s degree in Foods and Nutrition and completion of a dietetic internship from an approved program.
- Current and ongoing registration with the College of Dietitians of Alberta.
- Membership with the Dietitians of Canada.
- Up to date clinical nutrition and food services knowledge.

Experience:

- 5+ years of leadership experience in a health-related or hospitality environment.

Special Knowledge/Skills:

- Outstanding customer service skills.
- Effective communication skills in order to clearly convey information to residents in individual and group settings and to communicate with other health care professionals.
- Ability to work independently and as a member of the team.
- Effective verbal and written communication (English) skills with internal and external customers.
- Ability to accept, implement and evaluate change with a positive attitude.
- Ability to use excellent professional judgement and to act as a mentor and role model for care staff.
- Exhibits strong knowledge and skill in seniors, healthcare or relevant speciality.
- Excellent interpersonal and communication skills, both oral and written.
- Demonstrated aptitude for leadership and progression in career.
- Provides evidence of professional development.
- Exhibits excellent leadership communication and analytical skills.
- Works within the Mission and Values of the Foundation.
- Exhibits strong problem-solving, critical thinking and customer service skills.
- Exhibits ability to provide coaching and possesses conflict management skills.

- Excellent organizational skills, proven ability to prioritize and active listening skills.
- Flexible and open to change.
- Excellent organizational skills with proven ability to prioritize.

Ability to communicate in Cantonese/Mandarin will be considered an asset.

All employees are required to submit a criminal record check that includes a Vulnerable Sector check.

Hours of work: Monday – Friday 0800-1615H

Members of the Management Team are required to be on call one weekend out of seven.

What we offer:

We offer a competitive salary, a comprehensive health/dental benefit plan, RRSP matching, support for professional development, a collaborative team environment, and policies and programs that encourage work-life balance.

Starting Salary will commensurate based on Education and Experience.

Closing Date: April 19, 2022 or until successful candidate is found

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