



Grande Spirit Foundation

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

After 26 years of successfully growing within the Grande Spirit Foundation, our District Manager has decided to retire.

After learning of this, we now have an exciting career opportunity for the right candidate to join our organization as the next **District Manager**.

This position will manage the daily efficient operation and management of senior citizens' lodges, apartments, and provincial housing. This manager must also ensure the safety and security of residents, staff, the public, and partnered organizations. Not only does this role report to the Director of Operations, but this position must also be able to manage multiple projects and initiatives concurrently while meeting deadlines. This position will also require excellent communication skills and maintain positive relationships between the management team, employees, and residents.

Responsibilities:

This role shall assist:

- Implement and deliver services on approved policies and procedures as defined by the Board of Directors
 - Overseeing Residents and Family
 - Strategic Planning and Budgets
 - Overseeing Staffing and Coverage
 - Performance Management
- Operational compliance with all applicable legislation standards and operational guidelines
- Responsible for all regulatory requirements (i.e., Lodge Standards, etc.)
- Manage the occupancy and service delivery for assigned sites, including food, housekeeping, life enrichment, property management, and resident support
- Review and analyze all purchases of goods, materials, and services required by each site in the portfolios
- Participate in
 - The inspections and rent reviews
 - Management Meetings
 - Any Resident issues or investigations
 - Deliver monthly tours to all locations in the site portfolios
 - All Safety Program initiatives for all sites in the portfolios
- Operational Projects: when required, with the Site Assistant Manager coordinate the change processes

Experience and Qualifications:

- Diploma in Human Services, Site Management, or Hospitality preferred
- A minimum of five years' experience in the management of a retirement home, supportive facility, full-service hotel, or similar complex
- A combination of training and experience will be given consideration 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
- Positive and skilled leadership qualities, both in verbal and written communication skills
- Skilled computer abilities are a must
- A genuine interest and empathy for the care of senior citizens
- First Aid and CPR certification preferred
- Valid driver's license & reliable transportation, as travelling for this role is required
(within the Grande Prairie region)

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 24, 2024, with a cover letter to

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.