

LAMONT COUNTY HOUSING FOUNDATION

LODGE MANAGER

Lamont County Housing Foundation (LCHF) invites applications from suitably qualified persons for the position of a Lodge Manager at the Beaverhill Pioneer Lodge in Lamont Alberta.

The ideal candidate must have completed Post Secondary Education in Management, Human Resources, Finance &/or the ASCHA/Red Deer College Site Manager Certificate Program and must have a passion and interest in working with Seniors. A suitable combination of education and experience will also be considered.

LCHF offers a competitive remuneration and benefits package.

The Manager is accountable to the Chief Administration Officer (CAO) and will be responsible for all aspects of day-to-day operations of the Lodge and the Self-Contained Units.

For detailed description of this position, visit our Website
www.lamontchf.ca

For application
Email your resume and a cover letter to
info@lamontchf.ca

Or mail to
Lamont County Housing Foundation
PO Box 479
5216 53rd Street
Lamont AB T0B 2R0

Closing date for this position is **September 17th, 2021.**

LAMONT COUNTY HOUSING FOUNDATION

The Lamont County Housing Foundation provides accommodation and housing in several locations through-out Lamont County to seniors fifty-five years and over, to the disabled who still have the ability/desire to live independently or to those whose handicap will not compromise their need for independence, dignity and quality of life; in exceptional cases, the HMB will also reach out to younger persons who are under fifty-five years old and who have a desire to live in affordable social housing due to limited income or other personal factors.

LODGE MANAGER

SUMMARY OF POSITION

Working collaboratively with the Chief Administrative Officer, the Lodge Manager is responsible and will be held accountable for the day-to-day operations of the Lodge and Self-Contained Units under his/her jurisdiction and for the provision of Services/Programs to Residents in an efficient, safe and effective manner.

In addition, the Lodge Manager will be accountable for directing and mentoring Staff in order to ensure that Resident services/care is appropriate and implemented as per required Standards and Best Practices.

MAJOR DUTIES

1. Co-ordinates and supervises the day-to-day operations and activities of the Lodge and Self-Contained Units (SCU)
2. Provides necessary leadership and direction to Staff as required/necessary under a unionized environment.
3. Recruits, supervises and trains Lodge and SCU Staff to ensure that appropriate levels of service and care are provided to Lodge Residents in accordance with Best Practice Standards.
4. Implements all Policies and Procedures as defined by the Foundation Board of Directors and given under the direction of the Chief Administrative Officer (CAO).
5. Purchases all goods, materials and services required by the Lodge/Self-Contained Units, maintains related inventory records as required and ensures that processes are in place to use supplies on the basis of 'first-in/first-out' in order to minimize spoilage or losses.
6. Develops Goals and Objectives consistent with the Foundation's long-range plans in concert with the CAO.
7. Establishes Administrative Systems and Regulations including work schedules, local Health Standards and provides input to the CAO regarding the development of Personnel Policies and job descriptions for Staff.
8. Monitors financial operations of the Lodge/SCU in accordance with budget targets; provides variance reports to support budget deviation at least quarterly to the CAO.
9. Monitors the use of Petty Cash Fund; completes mandatory rent collection in a timely manner; ensure that Payroll Records are complete and submits reports to Accounting in a timely manner. Ensures that Resident's accounts are current and delinquent accounts are addressed in a timely manner.
10. Attends Lodge Managers' meetings or any other meetings as required and necessary.
11. Holds monthly Staff and Resident Council meetings; keeping records of such meetings and reports on any unusual findings to the CAO.
12. Prepares monthly Lodge Manager's Report to the CAO and Board of Directors.
13. Assists in the preparation of annual budgets (Capital & Operating) for the Lodge and Self-Contained Units in concert with the CAO.
14. Follows established Protocols for recruiting and selecting Staff for various positions at Lodges and Self-Contained Units.
15. Performs probationary/annual Staff Performance Appraisals as per current policies.

16. Maintains records on all Residents, including application and medical forms. Prepares Annual Income/Rent Reviews on Residents as necessary and submits same to the CAO for verification.
17. Notifies Family Physician and/or Health Unit Staff as required regarding any Resident health problems.
18. Co-ordinates Community Activities/Programs for Lodge Residents/SCU and co-operates with Resident Council in establishing Recreational, Religious and Social Programs.
19. Acts as a liaison with public and private agencies as required/necessary on various operational/administrative issues which may evolve from time to time.
20. Manage OH& S, Risk Management and Quality Improvement Processes with Staff
21. Performs other related duties as required.

JOB QUALIFICATIONS

Knowledge, Abilities and Skills

- Special interest, knowledge and passionate about providing service and care to Seniors.
- High interpersonal and problem-solving skills.
- Must have the ability to deal with stressful and timely situations.
- Must have excellent leadership and coaching skills; is a team player and operates at a high ethical and moral standard at all times.
- Has good working knowledge and related computer skills.
- Possesses the ability to respond to the needs of the Residents on a 24-hour basis.

Education and Experience

- Lodge Manager's Program as outlined by Alberta Senior Citizen Housing Association or Post-Secondary Institution.
- Has at least 3 years Administrative and/or Supportive Housing experience.
- A combination of training, education and experience will be given consideration in lieu of formal educational requirements.

Benefits include

- Competitive Salary
- Comprehensive health benefit package
- Annual Vacation
- Flex Spending account
- Education and conferences

For application:

Email your resume and a cover letter to: info@lamontchf.ca

Or mail it to:

Lamont County Housing Foundation

P.O. Box: 479 5216 53rd St.

Lamont, AB T0B 2R0

LAMONT COUNTY HOUSING FOUNDATION

APPLICATION FOR EMPLOYMENT

Box 120, Lamont, Alberta T0B 2R0

	Beaverhill Pioneer Lodge Phone: 780-895-2573 Fax: 780-895-2900 Lamont, AB T0B 2R0	Father Filas Manor Phone: 780-764-3013 Fax: 780-764-2056 Mundare, AB T0B 3H0
	PERSONAL DATA (please print)	

PERSONAL DATA (please print)			
LAST NAME	FIRST		MIDDLE
ADDRESS	CITY	PROVINCE	POSTAL CODE
	HOME TELEPHONE	WORK TELEPHONE	E-MAIL ADDRESS

POSITION	
POSITION APPLIED FOR	COMPETITION NUMBER (if applicable)
	DATE OF AVAILABILITY

BACKGROUND			
EDUCATION LEVEL	SCHOOL NAME	HIGHEST GRADE, DIPLOMA OR DEGREE AWARDED	YEAR COMPLETED
HIGH SCHOOL			
POST SECONDARY EDUCATION (COLLEGE/TECHNICAL TRAINING)			
UNIVERSITY			
OTHER RELATED EDUCATION/TRAINING			

Are you currently registered with a Professional Association? No Yes (if "yes," please complete this section)

Association: _____

Certificate Number: _____

Province: _____

Do you have a current Alberta Driver's License? Yes No

Are you fluent with the English Language: Yes No

Are you fluent in other languages? Yes No

If "yes," please list:

Have you ever been employed with a Health Care Facility or Community Health Program within the Health Region?

No Yes Please list site(s):

Are you available to work: Yes No

Shift Work Yes No

Weekends Yes No

Statutory Holidays Yes No

Please indicate the type of employment desired.

Full Time

Casual

Part Time

Temp

Comments:

PREVIOUS EMPLOYMENT *(please start with most recent)*

COMPANY NAME

YOUR POSITION AND DUTIES

ADDRESS OF EMPLOYER

TELEPHONE

YOUR SUPERVISOR – name and position

REASON FOR LEAVING

START DATE

END DATE

NUMBER OF PEOPLE YOU SUPERVISED (if applicable)

COMPANY NAME		YOUR POSITION AND DUTIES
ADDRESS OF EMPLOYER		
TELEPHONE		
YOUR SUPERVISOR – name and position		REASON FOR LEAVING
START DATE	END DATE	NUMBER OF PEOPLE YOU SUPERVISED (if applicable)
COMMENTS:		
Please attach any documentation to further support your application (i.e.; resume or letters of reference)		Resume Attached <input type="checkbox"/> YES <input type="checkbox"/> NO
APPLICANT DECLARATION		
<ul style="list-style-type: none"> ▪ I understand that I must provide reference information upon request. ▪ I understand that a Criminal Record Check is a pre-employment requirement with Lamont Health Care Centre. ▪ I declare that I am in good health and have no health problems or disabilities which will prevent me from meeting the requirements of the position. ▪ I declare that all documentation provided with my application including subsequent written or verbal information is true and complete. I understand that any misrepresentation or omission of fact may disqualify my application or be cause for immediate termination post hire. ▪ I understand and agree that should employment be offered, I may be required to pass a functional analysis (at my cost) to ensure I am physically and/or mentally able to perform the duties of the job. 		
DATE _____		SIGNATURE _____