

Center Coordinator Evenings – Part-time

Competition #22-SSL-Nov 23

Internal/External

At Westwinds, We care.

We care about our people, our properties, and the communities we call home. It's this care that differentiates us from other organizations and goes into everything we do—from food service to facility maintenance.

It's the care our over ninety employees located in Foothills Region, south of Calgary, provide to our seniors and families that ensures our exceptional hospitality and high quality customer service. We are currently looking for an exceptional individual to join our team at **Sandstone Lodge in Okotoks.**

The Center Coordinator reporting to the General Manager assumes the responsibility for ensuring the continued safe/secure operation of the Communities' client support and well-being. Working within a team environment, is primarily responsible for the provision of quality customer service, safety, security and well-being of the seniors in addition to building security, reception and administrative duties.

The Candidate

The successful candidate will be a Westwinds ambassador providing consistent, respectful, quality service to all clients of Westwinds, visitors, families, contractors and fellow employees. Must possess strong interpersonal and decision making skills with the ability to respond calmly and professionally to all situations.

Requirements:

- Responsible for ensuring the safe/secure and functional operation of all aspects of the Community.
- Maintains accurate documentation of all client related information/observations gathered during the course of the shift. Is fully accountable for communicating to the oncoming Centre Coordinator and/or General Manager, all relevant client, staff and building information which is necessary to ensure continuity of client care and well-being and the overall safe and efficient operation of the Community
- Follows appropriate protocol according to established routines, conducts regular rounds of the communities' to ensure the well-being and comfort of the residents, responding as appropriate to any circumstances of noncompliance and/or urgent/emergent situations.
- Observes the community's grounds and infrastructure, and documents and/or otherwise responds as appropriate to any unusual/abnormal situation.
- Required to perform some general housekeeping, food services and other required routines.

Qualifications:

- High School graduate (Alberta grade 12 or equivalent) supplemented by two (2) year's previous related experience gained within a seniors' supportive living, care communities, shelter or similar setting, preferably at a supervisory level.
- Sound computer expertise including Microsoft Office.

- English - excellent verbal and written communication skills in addition to basic math (Required)
- Able to work independently and as part of a team.
- Maintain a valid certification in Emergency First Aid and WHMIS.
- Willingness to wear PPE (mask, gloves, etc.) if/when required;
- Good analytical, planning organization and problem solving skills;
- The ability to interpret policies and procedures.
- Exposure to workplace health and safety program;
- Good health; physically fit and able to walk three (3) km per shift.
- Ability to relate to all levels of staff, the residents and their families, and other professionals with a high degree of patience and tolerance.

Hourly Range: Center Coordinator \$20.07 - \$22.32

Candidate must have a flexible schedule with open availability. Shifts are:
Saturday or Sunday – 4:00 pm – 12:00 am (Every second weekend - 8 hours/week)

Location: Sandstone Lodge, Okotoks

The successful candidate will be required to obtain a Criminal Records Check and provide COVID vaccination verification.

If you are energetic, highly motivated, a capable professional and enjoying working in a fast paced team environment, please apply by to: HR@westwindscommunities.ca with reference number **22-SSL-Nov 23**.

Westwinds Communities embraces our differences and is committed to inclusiveness, equity and accessibility. Please advise us if you require us to arrange for accommodation during the selection process. We thank all applicants for their interest in Westwinds; however, only those candidates who are selected will be contacted.

Westwinds is the leading provider of affordable housing within the Foothills Region, which includes affordable rental housing, seniors lodges and seniors independent living within Foothills County. Westwinds also operate a rent supplement program for those living in Foothills County and surrounding area. Over the past sixty years, more than 12,000 households have benefited from our programs and services.

Visit our website at www.westwindscommunities.ca

Job Type: Part-time

Deadline: November 28, 2022