

# COUNTY OF STETTLER HOUSING AUTHORITY

*“Seniors And Community Housing”*

## **Central Office**

### **Willow Creek Lodge**

6020 - 47 Avenue, Stettler, AB T0C 2L1  
Phone: 403-742-2953 Fax: 403-742-3199

### **Paragon Place Lodge**

5011- 55 Street, Stettler, AB T0C 2L2  
Phone: 403-742-6195 Fax: 403-742-6198



## **Heart Haven Lodge**

6011- 50 Avenue, Stettler, AB T0C 2L1  
Phone: 403-742-9220 Fax: 403-742-9221

## **Stettler Community Housing**

403-740-9224

## **Big Valley - Valley Villa Apts.**

403-741-8605

---

September 19, 2024

## **Human Resources Manager/Lodge Manager**

County of Stettler Housing Authority – Heart Haven Lodge

Our non-profit organization is committed to providing affordable housing for seniors and families in Stettler and the surrounding areas. We are excited to announce that we are seeking a qualified Human Resources Manager. The chosen candidate will be privileged to oversee the Human Resources department for all three Senior's Lodges within a unionized environment for our organization. They will also be entrusted with managing and overseeing the 70-unit seniors' lodge.

As the HR Manager, your primary responsibility will be to oversee the organization's human resources department. This will involve managing recruitment, training, benefits, LAPP, WCB, and disability claims, staffing concerns, and serving as the HR resource for other managers within the organization. Along with that, you will also be responsible for coordinating and supervising the day-to-day operations of Heart Haven Lodge. You will be required to participate in an on-call rotation as well.

We are looking for a proven leader with exceptional HR Management skills and expertise in a unionized environment. The candidate should also have keen communication skills, strategic thinking, budget experience, and be a strong team player.

We offer a competitive starting salary, a complete benefit package, and the Local Authority Pension Plan. This is not just a job, but a truly rewarding opportunity to make a significant difference in the lives of seniors in our community.

Please submit your resume to Betty Tschritter, CAO by email to [betty@stettlerhousing.com](mailto:betty@stettlerhousing.com) or by fax to 403.742.3199 no later than Friday, October 25, 2024.

We appreciate your interest in our organization; however, only those selected for an interview will be contacted.