



## **Lodge Manager – Playfair Lodge**

The Newell Housing Foundation is a non-profit housing organization, operating 2 Lodges, 133 self-contained apartments, 41 community housing units and Life Lease Homes. We are committed to ensuring a high quality of life and providing an affordable safe and supportive home for our seniors, individuals, and families in the County of Newell. The Foundation is currently seeking a Lodge Manager in Bassano for the Playfair Lodge. This position also oversees 8 seniors self-contained apartments and the Life Lease Home.

### **Duties:**

- Responsible for overseeing all aspects of the facilities and operations including, but not limited to the residents, potential residents, families, visitors, staff and contractors and providing strong customer service skills
- Compliant with the Newell Housing Foundation policies and procedures, legislation and provincial standards
- Provide strong leadership and organizational skills with a flexible and collaborative approach
- Provide empathy and the ability to communicate to the residents with respect and dignity
- Provide an environment that fosters a sense of belonging for all the residents and community members
- Responsible for administering, preparing and monitoring wage and site budgets

### **Experience/Education:**

- Experience working with seniors
- Experience working in a supervisory or management position
- Strong English communication skills, both written and verbal
- PC proficiency
- Post-secondary diploma or degree in a related field would be an asset

The successful applicant will be required to provide a criminal records check.

**All interested candidates should submit a cover letter and their resume, including 3 references**

**Newell Housing Foundation**

**500 3<sup>rd</sup> St. E.**

**Brooks, AB**

**T1R 1P6**

**Email [cao@newhf.ca](mailto:cao@newhf.ca)**

**We thank all applicants for their interest and will be in contact should we wish to offer an interview.**