



Manager of Community Enrichment Menno Apartments

Menno Place is one of BC's largest campuses-of-care ranging from independent living to complex care for 700 residents over 11.5 acres in Abbotsford, BC. Founded in 1953 by the Mennonite Benevolent Society, Menno Place has the privilege of serving the physical, emotional, spiritual and relational needs of residents, families and team members alike.

Menno Place is seeking a Manager of Community Enrichment to oversee the Independent Living and Assisted Living needs in our Menno Apartments. This position reports to the Director of Community Enrichment and works closely with our Life Enrichment Coordinators and other department heads across the Menno Campus of Care.

Qualifications:

1. Ensures the mission, purpose, image and core values of Menno Place are conveyed at all internal and external interactions.
2. Researches and reviews new initiatives in seniors' housing (including Assisted Living) and recommends/implements/evaluates appropriate ideas and innovations to enhance seniors' quality of life and housing services in the apartments at Menno Place, working in collaboration with the Manager of Dining Experience, Manager of Environmental Services, Manager of Housekeeping and Laundry, and Manager of Recreation.
3. Liaises with other leaders in the organization and service providers to ensure that the environment is safe, welcoming, compassionate and respectful to all who live in and visit Menno Apartment buildings.
4. Recommends policies, procedures, objectives and goals in accordance with Menno Place's Operational and Strategic direction.
5. Oversees and works in collaboration with Assisted Living staff and Private Pay Services care staff and Life Enrichment Coordinators to promote health, autonomy and continued tenant capacity to live independently without harm to self or others.
6. Networks with external seniors' housing managers to share information and exchange of ideas and stay current with best practices.
7. Encourages participation in the Residents' Council at Menno Apartments. The purpose of the Council is to provide a voice for tenants' issues and concerns to be raised and appropriately resolved by management.
8. Ensures compliance with Menno Apartments and BC Residential Tenancy Agreements.
9. Oversees and acts as the liaison for the Assisted Living Program and ensures compliance with the Community Care and Assisted Living Act, and the government agencies' licences and regulations.
10. Prepares reports for the Director of Community Enrichment, including analysis of trends, demographic indicators and other pertinent information in a timely manner.
11. Participates as an active member at Menno Apartment meetings and Menno Place Leadership Team meetings.
12. Hires, supervises, evaluates and terminates care staff at Menno Apartments.
13. Participates with on-call nursing duties across campus.



Skills, Attributes, Abilities:

- Respectful and courteous manner with residents, staff and families
- Ability to communicate effectively in English both verbally and in writing
- Current knowledge of Microsoft Office suite and social media usage.
- Experience with successful conflict management resolution.
- Physical ability to carry out the duties of the position
- Attention to detail and the ability to multitask and organize work

Education, Training and Experience

University or college degree preferred; 3 years of related experience at a supervisor/manager level or an equivalent combination of education, training and experience. Experience supervising and supporting staff is essential. Property management experience an asset. Assisted Living experience an asset. Nursing degree an asset.

Compensation

Competitive compensation with robust extended health and benefits package and pension opportunity.

Prerequisite for hire: Criminal Record Check for vulnerable seniors.

Check us out at <http://www.mennoplace.ca>. If you are interested in this opportunity please email your resume to recruitment@mennoplace.ca. Deadline for applications is **November 29, 2019**. We thank all applicants however will only be contacting short-listed candidates.

Posted: November 4, 2019