



OPERATIONS ASSOCIATE

ORGANIZATION BACKGROUND:

Advent Health Care Corporation is a not-for-profit, registered charity affiliated with the Seventh-day Adventist Church. Its campus includes the Finch Site of North York General Hospital, Valleyview Residence, a long-term care home and Forestview Retirement Residence, an independent and assisted-living retirement home. The campus is located at 555 Finch Avenue West, close to the Bathurst and Finch intersection in the North York (Toronto) area.

POSITION OBJECTIVE:

To gain meaningful experience and knowledge through participation in the planning, organizing and daily operation of Advent Health Care, including long-term care and retirement residence activities at the governance, administrative and departmental level and thereby understand the role that each play in the successful operation of the organization.

To provide the incumbent with the opportunity to use their previously acquired education and management training to gain the experience necessary to successfully contribute to the operations of Advent Health Care.

BACKGROUND/QUALIFICATIONS

Operations Associate should have the following qualifications:

1. Appropriate post-secondary education which may include business, human resources and/or health care management degrees along with other relevant advance certifications.
2. Demonstrated ability to organize and manage a department or organization would be an asset.
3. Exceptional verbal and written communication skills.
4. Strong business acumen.
5. High attention to detail.
6. Proficient in technology especially Microsoft Office applications.
7. Proactive qualities with the willingness to learn.
8. Ability to work well under pressure and with minimal supervision.
9. Must be able to work for extended hours seated and in front of a computer.
10. Familiarity with the faith beliefs of our sponsoring organization, the Seventh-day Adventist Church an asset.

KEY RESPONSIBILITIES

1. To work with the management team members in the day-to-day operation of Advent Health Care, Valleyview Residence, and Forestview Retirement Residence, including but not limited to:
 - a. Liaison between operations and departments within the organization and with outside agencies involved in the organizational activities.
 - b. Assist with office management and coordination.
 - c. Contribute to public relations and marketing efforts and materials and support of Advent's social media presence.



- d. Participate in quality improvement programs and initiatives in order to gain an understanding of the process of regular monitoring of indicators and objectives, analyzing findings, taking corrective action and evaluating the effectiveness of these actions.
 - e. Gain an understanding of human resource management practices and utilize this knowledge to assist with recruitment & selection, program evaluations, staff development programs, and disciplinary procedures.
 - f. Participate in budget development and review at the administrative and departmental level, to understand the organizations funding model and the effective utilization of the physical and financial resources within the facilities approved budget.
 - g. Become familiar with and assist in facility operations, leasing, and management.
 - h. Gain an understanding and capacity in the procurement management and accounting system to ensure appropriate utilization and control of financial resources and accuracy of financial records.
 - i. Gain an understanding and support the fulfillment of obligations and actions required to be compliant with regulations regarding resident information and records privacy.
 - j. Attend Board and Board Committee meetings to gain an understanding of the governance process.
 - k. Gain an understanding of Provincial regulations and acts that govern Advent's operations.
- 2. Complete clerical and administrative tasks.
 - 3. Provide feedback on company policies and procedures.
 - 4. Make recommendations for business performance improvement.
 - 5. Assist the Operations Officer with specific projects as assigned.
 - 6. Cooperate with different departments to improve business operations.
 - 7. Understand the expectations of open positions to source and screen candidates.
 - 8. Assist in recruitment process from job postings through onboarding.
 - 9. To participate in the completion of individual, departmental and team objectives.
 - 10. Other duties and responsibilities as assigned.

Compensation

Salary commensurate with experience.

Benefits

An attractive benefits package including medical, dental and vision coverage, life insurance and a pension savings program.

Job Type: Full-time

Term: 12-18 Month Contract

The deadline to submit applications is August 31, 2022.

How To Apply:

Qualified candidates should submit their resume below or forward it to:

Advent Health Care Corporation

541 Finch Avenue West

Toronto, ON M2R 3Y3

Email: info@adventhealth.org

Fax: (416) 398-0238