



## **POSITION VACANCY – OPERATIONS MANAGER**

### **Organization Overview:**

**Advent Health Care Corporation** is a not-for-profit, registered charity providing healthcare services 1950's. We provide quality care and services to seniors through operating Forestview Retirement Residence and Valleyview Residence on our campus located at 555 Finch Avenue West in North York, Ontario.

Advent Health Care Corporation is founded on Seventh-day Adventist traditions and guided by Christian principles to carry out our Mission, realize our Vision and live our Values.

### **Position Summary:**

The Operations Manager is responsible for operational processes and quality improvement, compliance and risk management, and strategic planning and development. The Operations Manager works close with the management teams at the retirement and long-term care home, in addition to fulfilling management and operations roles for Advent Health Care.

### **Qualifications and Experience Desired:**

The ideal candidate will possess qualification, experience and knowledge in the following areas:

- At least 5 years of operations or management experience in complex service environments, preferably seniors care, health care or social services
- Advanced degree in business, health care management, or social services or related field; Master's Degree an asset;
- Certified Project Manager, with post-secondary studies in sector related fields;
- Good understanding of business process and key objectives in the sector;
- Effective in research, presentation and policy development;
- Knowledgeable of the long term care and retirement sectors regulations and requirements;
- Strong communicator and familiar with public relation initiatives, social media, marketing and community engagement.
- Computer proficiency in a variety of application (MS Office, etc)
- Ability to work flexible hours

**Advent Health Care offers an attractive compensation and benefits package.**

**Interested and qualified candidates are invited to submit their resume and cover letter**

**By February 20, 2023 by email to: [info@adventhealth.org](mailto:info@adventhealth.org)**