



POSITION VACANCY – OPERATIONS MANAGER

Organization Overview:

Advent Health Care Corporation is a not-for-profit, registered charity providing health care services since the 1950's. We provide quality care and services to seniors through our two senior homes, Forestview Retirement Residence, an independent and assisted living retirement home and Valleyview Residence, a long-term care home. Both homes are located on our campus 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, quality improvement, compliance and risk management, financial analysis and monitoring, and strategic planning and development. The Operations Manager works closely with the management teams for the retirement home and long-term care home, in addition to fulfilling management and operational roles for Advent Health's corporate office.

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, 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, financial analysis 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 applications (MS Office, etc);
- Ability to work flexible hours.

Advent Health offers an attractive compensation and benefits package. For a full position description or to submit your resume and cover letter, please email info@adventhealth.org by Friday, February 24, 2023.