



**EMPLOYEE CARE PARTNER
OPPORTUNITY
OFFICE ADMINISTRATOR**

Required for a Supportive Living community in Lac La Biche.

Managed by Connecting Care – a leader in seniors' supportive housing management in Alberta.

Fulfilling this Care Partner Role:

To ensure that we have the right person with the right knowledge to fulfill this role, the following is required:

- High school graduate or GED.
- Certificate/Diploma in Office Administration or equivalent preferred.
- Minimum of 2 years' experience in office administration required.
- Experience and training in coordinating recreation programs preferred.
- Understanding of the following programs: Word, Excel, Outlook and Internet.
- Able to prioritize, re-adjust routines, and deal with repetitive activities.
- Ability to effectively deal with difficult and/or crisis situations.
- Commitment to person directed care approaches.
- Patience, active listening skills, verbal and non-verbal communication skills.
- Being a companion, balance giving and receiving of care for all
- Flexibility and a willingness to modify role duties for the overall good of the Community and the Residents.
- Demonstrates an awareness of accident and injury prevention; adheres to safe work practices and procedures.

Wage: \$19-21/hour (based on experience)

Status: Full-time

Email resumes to:
jobs@connectingcare.ca

Only successful applicants will be notified.