

## **Assisted/ Independent Living Coordinator**

The Assisted/ Independent Living Coordinator is responsible for providing overall leadership and management of the Assisted Living and Independent Living neighborhoods. While we continue to grow and change, we require a strong, results driven person with an ability to champion new projects and own the results.

Responsibilities include but not limited to supporting Sunrise Culture and Care philosophies, assisting in the recruiting, hiring and training of team members; completing staffing, scheduling and daily reviews of timekeeping reports. Responsible for team member recognition and engagement, performance management and evaluations. Responsible for facilitating resident care training and upkeep of all information pertaining to new and old residents alike. Above all responsible for continuous quality of care for all of our residents in the Assisted Living and Independent Living communities.

Experience we are looking for

- ? 3 years experience working with a senior population
- ? Education in gerontology and/or business management is an asset
- ? 3 years experience in a supervisory role *preferably experience managing a team of 15+*
- ? Ability to handle multiple priorities and delegating tasks
- ? Proficient in the English language with excellent communication skills
- ? Competent in organizational and time management skills
- ? Demonstrates good judgment, problem solving and decision making skills
- ? Demonstration of proficiency in computer skills, Microsoft Office (Windows, Outlook, Excel)
- ? Ability to work weekends, evenings and flexible hours

If you think you would be the right fit for this job, and are serious about making a difference in the lives of our residents apply now!

Please address your email to [thornemill.boc@sunriseseniorliving.com](mailto:thornemill.boc@sunriseseniorliving.com) with a subject line of *ALC application*

For Fax it attention Emily de Winter to 905-771-9394

**\*\*We thank you for taking the time to apply, however we will only be able to respond to those best qualified for the role. \*\***