

THE KIWANIS PAVILION

Care With Compassion

3034 Cedar Hill Road,
Victoria, B.C. V8T 3J3

DIRECTOR, ADMINISTRATION AND HOSPITALITY SERVICES

In accordance with our Vision, Mission, Values and Strategic Direction, the Oak Bay Kiwanis Health Care Society is searching for a Director, Administration and Hospitality Services.

A unique and exciting opportunity awaits a qualified individual to be a part of this highly regarded, forward thinking and celebrated long term care home.

This position along with the Director, Resident Services reports directly to the Board of Directors through the Board Chair. The Directors work in collaboration and support of each other to achieve the best outcomes for the Kiwanis Pavilion.

This position is responsible for the provision of Operational Support for the organization, which includes financial, human resources, clerical support, food services, housekeeping, laundry, building maintenance, and contracts. This is a management, leadership position.

At the Kiwanis Pavilion it is our privilege to serve people living and dying with frailty and dementia. We strive to provide compassionate comfort care, create a safe, friendly and homelike environment, and build collaborative partnerships with each resident and their family, as well as the community we serve.

Our facility has received Accreditation with Commendation in its past two Accreditation Canada surveys. Dedicated to the care and support of others, we deliver high quality care with our team of inspired and passionate professionals supported by a devoted Governance Board.

If you are a highly motivated, service oriented, dynamic leader with proven administrative and human resources in health care leadership, have great interpersonal skills and possess extensive administrative and operational experience, this could be the ideal position for you.

This is a career opportunity for the right person to put their ideas into action; you will have an opportunity to collaborate in defining the strategic goals for our organization going forward. If this position inspires you, email your cover letter and resume demonstrating your qualifications and experience to the Chair of the Oak Bay Kiwanis Pavilion Board at hr@obkp.org

The position will remain open until filled. Only those being interviewed will be contacted.
We offer a competitive wage structure and benefits.

Please refer to <http://www.kiwanispavilion.ca/about-us/careers/> for the job description and organizational chart. Also explore our website to discover more about our history and directions as an organization.