

Employment Opportunity – Pasquia Place Manager

Pasquia Place is an assisted living facility located in the Town of Carrot River. The Pasquia Place Board invites applications to fill the position of Manager.

The expected start date is January 15, 2021, but is somewhat flexible. This position will be a part time, permanent year round position. This position will require a commitment of 5 hours per day, 5 days per week with approximately 2 weeks of training depending on experience and time.

The following is an overview of the job description, a more detailed list is available upon request.

- Overseeing staff of 13 people: scheduling, human resource management
- Payroll, accounts payable and receivable
- Communicating with families of current and potential tenants
- Interacting with and assisting tenants
- Managing an annual budget
- Completing and submitting annual reports
- Arranging for inspections
- Overseeing OH&S committee
- Reporting to the Board of Directors monthly
- Knowledge of Sage Simply Accounting program an asset
- Good interpersonal and communication skills – both oral and written
- Strong leadership and decision making skills
- Responsible, reliable, flexible
- other duties as assigned

Wages will be discussed on a case by case basis, depending on experience and education. Probation period of employment will continue until the completion of 480 hours of employment. Applicant must be bondable.

Individuals are invited to submit a resume with three current work related references and cover letter detailing their qualifications. **Deadline for the applications is 5:00 PM, Tuesday, December 15, 2020.**

Applications can be dropped off in person at The RM of Moose Range office at 40 Railway Avenue in Carrot River, mailed to P.O. Box 699, Carrot River, Sask. S0E 0L0, faxed to (306) 768- 2211 or emailed to rm486@sasktel.net

Carrot River Valley Active Living Inc. Board thanks all those that apply, but only those selected for an interview will be contacted. For more information, please call the RM office at (306) 768-2212 or the Town office at (306) 768-2515.