



**EMPLOYEE CARE PARTNER
OPPORTUNITY
RECEPTIONIST**

Required for a Supportive Living community in Stettler.

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

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
- Experience in receptionist duties an asset.
- Must be able to read, write and speak fluently in English.
- Use of the following programs: Word, Excel, Outlook and Internet.
- Able to prioritize, re-adjust routines, and deal with repetitive activities.
- Exhibits excellent customer relations by being courteous, caring, understanding, compassionate and respectful to Residents, families, visitors, Health Services Care Partners and co-workers.
- Patience, active listening skills, verbal and non-verbal communication skills.
- 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.

Employment is conditional upon providing satisfactory proof that a candidate is fully immunized against COVID-19. This condition is subject to any legal obligations the Employer may have to accommodate to the point of undue hardship under the Alberta Human Rights Act, recognizing that the health and safety of other employee care partners and residents will be a priority.

Wage: \$17.15/hour

Status: Part Time Temporary (0.6 FTE)

Submit resumes to:
gm.stettler@pointswestliving.com

Only successful applicants will be notified.