



## JOB POSTING – Operations Coordinator

1 Permanent position

<p><i>About our Hospice:</i></p>	<p>Lisaard &amp; Innisfree Hospice brings together an interdisciplinary team of trained professionals and volunteers to deliver services that can make the dream of a peaceful, comfortable death surrounded by loved ones a reality and to fulfill the mission of hospice care by supporting the residents and their family through the end-of-life journey.</p> <p>The Operations Coordinator is responsible for assisting with the day-to-day functions that enable Lisaard and Innisfree Hospice to offer exceptional care to our residents, their families and communities we serve. Specifically, the Operations Coordinator will coordinate the ongoing maintenance requirements of our properties and facilities. The incumbent will exemplify the values of the organization in their regular interactions with internal and external stakeholder and have a solid understanding and commitment to confidentiality.</p>
<p><i>Hours of Work &amp; Salary:</i></p>	<p>Flexible schedule 37.5 hours per week. Salary \$41,000-\$46,000.</p>
<p><i>Responsibilities include, but are not limited to:</i></p>	<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li>• Oversees all regular maintenance and regulatory testing (municipal fire, water testing, etc.) for both facilities.</li> <li>• Mitigates risks by addressing issues as they arise, booking repairs or ordering supplies.</li> <li>• Coordinates fire &amp; emergency measures drills on a monthly basis at both houses.</li> <li>• Coordinates yearly evacuation evaluations with Fire Department for each house</li> <li>• Assist in development/updating of policies and procedures for operational functions.</li> <li>• Coordinate monthly Health &amp; Safety inspections.</li> <li>• Ensures operation and maintenance meet health and safety requirements.</li> <li>• Point person for on-site communication with contractors and ensures all contractor appointments are entered in the house calendar for team members.</li> <li>• Process Maintenance/Repair order forms and ensures Maintenance binders are up to date</li> <li>• Responsible for ensuring all equipment monthly and yearly audits &amp; evaluations are completed and documented</li> <li>• Prepares annual analysis of Maintenance/Repair orders every September for Budget purposes.</li> <li>• Completes monthly maintenance checks in the absence of the maintenance volunteer.</li> <li>• Coordinates quotes from contractors for equipment replacement or major repair.</li> <li>• Completes and submits quotes and briefing notes to the Manager and ED for approval.</li> <li>• Manage access for both facilities, including key audits and obtaining appropriate keys to maintain employee access.</li> <li>• Is a certified Joint Health and Safety Committee Member</li> </ul> <p><b>Other Resource Support</b></p> <ul style="list-style-type: none"> <li>• Manage office supply stock for both houses, creating/refining the process for ordering items as required.</li> <li>• Manage organizational contact lists in Microsoft Teams (employee, vendor, partner, donor, volunteer) and update as needed.</li> <li>• Coordinate the electronic delivery of all internal communications.</li> <li>• Additional tasks as assigned.</li> </ul>
<p><i>Requirements:</i></p>	<ul style="list-style-type: none"> <li>• A degree or certificate in office administration is an asset.</li> <li>• Understanding of Occupational Health and Safety an asset</li> <li>• Ability to perform minor maintenance tasks an asset</li> <li>• Minimum 1 year of office experience</li> <li>• Certified in Joint Health and Safety.</li> <li>• Small Water Management certification or willing to obtain it.</li> <li>• Professional approach with a ‘can do’ attitude.</li> <li>• Demonstrates a commitment to the philosophy of hospice palliative care.</li> <li>• Ability to maintain a professional demeanor in all interactions with internal and external stakeholders.</li> <li>• Must be fiscally responsible.</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent communication skills, verbal and written.</li> <li>• Exceptional organizational and administrative skills</li> <li>• Analytical and problem-solving skills.</li> <li>• Proficiency with Microsoft office suite – Word, Excel, Outlook, Power Point.</li> <li>• A Police Vulnerable Sector Check (PVSC) is required prior to the start date</li> </ul>
<i>Working Conditions</i>	<ul style="list-style-type: none"> <li>• Work performed in an indoor office environment with some outdoor activities related to the management of our garden and property maintenance programs and contracts.</li> <li>• Regular interruptions required to interact with staff, management, and external contractors.</li> <li>• Participates in staff meetings and other mandatory activities that may occur outside of normal work hours.</li> <li>• Travel between two facilities is required – 10KM apart.</li> <li>• Valid driver’s license, a reliable vehicle for work related purposes and current vehicle insurance</li> </ul>
<i>Physical Requirements</i>	<ul style="list-style-type: none"> <li>• Standing, squatting, bending, pulling, pushing and twisting lifting up to 50 lbs.</li> <li>• Combinations of walking around the facility and sitting at a desk, or in front of a computer, for 7.5 hours</li> </ul>
<i>How to apply:</i>	<p><b>Please forward your cover letter and résumé directly to: HR (<a href="mailto:HR@lisaardandinnisfree.com">HR@lisaardandinnisfree.com</a>) by November 21<sup>st</sup> 2023</b></p> <p>NOTE: only those candidates selected to move forward through the hiring process will be contacted.</p>
<p>Lisaard/Innisfree Hospice is committed to creating a respectful, accessible and inclusive work environment, free from violence and harassment.</p> <p>Lisaard/Innisfree Hospice welcomes and encourages applications from people with disabilities. Upon individual request, the hospice will endeavor to remove any barriers to the hiring process in order to accommodate those candidates with disabilities.</p>	