



Community. Leadership. Pride.

## WESTBANK FIRST NATION Employment Opportunity

THE FOLLOWING POSITION IS AVAILABLE WITHIN WESTBANK FIRST NATION. IN ACCORDANCE WITH SECTION 20.1 OF THE WFN CONSTITUTION AND SECTION 3.1 OF THE WFN PERSONNEL POLICY, PREFERENCE WILL BE GIVEN TO QUALIFIED WFN MEMBERS WHO APPLY FOR THIS POSITION.

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**TITLE: Administrator, Pine Acres Home**  
**MINIMUM SALARY: Commensurate with experience**  
**DEPARTMENT: Pine Acres Home**  
**TERM: Full-Time Permanent**

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### POSITION SUMMARY:

Reporting to the Director of Operations, the Administrator of Pine Acres Home will plan, direct, coordinate, and supervise the delivery of health care in a rapidly changing environment. They will improve the efficiency of the facility and the quality of care provided by managing personnel, finances, facility operations, contracted agencies and admissions, while also providing resident care.

The Administrator ensures program services are delivered in an effective and efficient manner through review and recommendation of program designs, policies and procedures, management and leadership, as well as contract management. The Administrator maintains effective communications, prioritizes, and advises on the status of all program objective.

### DUTIES AND RESPONSIBILITIES:

- Leads the management team to provide excellent care and services to Pine Acres Home to achieve resident satisfaction
- Recommends and initiates long-term planning strategies for improvement of care delivery services
- Manages budget, monitors the long-term strategic fiscal plans, and performs periodic cost and productivity analyses
- Reviews contracted agency budgets in terms of established contract performance criteria and liaises with agencies to establish required action plans
- Develops the overall goals and objectives for various departments within Pine Acres Home
- Sets standards of resident care and services to ensure they meet MOH and LTC requirements
- Develops and implements strategies to attract and maintain a highly skilled and engaged workforce
- Leads the development of Human Resources program management initiatives related to performance management, training and development of staff, etc.
- Establishes and maintains high performing staff to effectively accomplish Pine Acres Home goals and objectives by fostering an environment of safety, support, and innovation
- Leads in matters surrounding union contracts; investigates and responds to complaints or grievances
- Develops and implements procedures for contract management and administration in compliance with policy while ensuring operational and service contract plans meet legislation
- Establishes professional relationships and maintains effective communications internally with WFN, local health authorities and additional external stakeholders
- Acts as an advocate for residents and families; responds to any issues that arise and ensures compliance of the complaint review and audit process
- Participates in the development and maintenance of administrative and clinical information systems; ensures IHA, Ministry of Health, INAC, government, and regulatory reporting requirements are met
- Prepares status reports to update the Director of Operations and develops recommendations for improvements
- Performs all duties and responsibilities in accordance with the Pine Acres Home and Westbank First Nation policies, standards, and procedures, and as directed by the Director of Operations
- Maintains strict confidentiality on all matters relating to the affairs of Pine Acres Home and the Westbank First Nation

### QUALIFICATIONS, KNOWLEDGE, AND EXPERIENCE:

- Undergraduate degree in health sciences, business management, or related field
- Demonstrated knowledge and ability in related health care practice, education and program planning, development, implementation, and evaluation
- Minimum ten (10) years' experience in a senior leadership role within a residential care setting
- Experience with for-profit operations
- Knowledge of operations in a unionized setting
- Experience in a First Nation's environment
- Strong financial background
- Excellent interpersonal and communication skills (verbal and written)

- Demonstrated experience in report design, business writing, and presentations for senior management
- Able to establish collaborative working relationships throughout Pine Acres Home and WFN
- Demonstrated experience in managerial team-building and strong conflict resolution/consensus-building skills
- Knowledge of continuous improvement systems and methods acquired through a combination of experience and education, preferably in a health care setting
- Strong attention to detail
- Knowledge of department management processes under collective agreements
- Demonstrated knowledge of budget planning and preparation principles, concepts, and methods
- Demonstrated ability to provide progressive and innovative approaches to service delivery and program issues
- Knowledge of research methodology, practices, and techniques
- Excellent investigative, analytical, and problem solving skills; strategic thinking
- Ability to work effectively under pressure and with changing priorities and deadlines
- Knowledge of Information Systems applications, tools, and concepts
- Valid BC Driver's License with an acceptable Driver's Abstract
- Clear Criminal Record Check with Vulnerable Sector Search

A competitive salary and benefits package is offered. Further information can be obtained at [www.wfn.ca](http://www.wfn.ca) by navigating to the Human Resources page (*Departments>Human Resources*) or by visiting the *Employment Opportunities* tab located in the top right-hand corner of the homepage.

Interested applicants should email an [application form, cover letter, and resume](#). **This position will remain open until filled. Please reference #17-33 and indicate clearly in your covering letter where you saw this posting and how your experience and qualifications meet the requirements of the position.**

**\*Incomplete and/or late submissions will not be accepted\***

Recruitment/Training & Development Coordinator  
Westbank First Nation  
301-515 Hwy 97 South, Kelowna, BC V1Z 3J2  
Fax: (250) 769-4377  
Email: [careers@wfn.ca](mailto:careers@wfn.ca)