



HEALTH SERVICES ADMINISTRATOR

Sunrise Health Region has an opening for a Permanent Part-time Health Services Administrator at the Norquay Health Centre, located in Norquay, Saskatchewan, which has 30 Long Term Care beds and 2 Respite beds.

Job Summary:

Reporting to the Director of Health Services – North area, in accordance with the Mission Statement, policies and procedures of the Sunrise Health Region. The Health Services Administrator is responsible for the efficient and effective operation of the facility by providing; direction, control, and coordination of programs of care, delivering, planning and evaluating direct and indirect client care and the efficient management of human and material resources.

Qualifications/Experience:

- Professional designation – nursing, social work, therapies, commerce;
- Certificate or Diploma in Gerontology preferred;
- Health Care Administration or Commerce degree an asset;
- An equivalent combination of post-secondary education and training deemed acceptable to the employer may be considered.
- Management/leadership experience in health care, with a demonstrated ability to manage people and resources in the health service environment.
- Five years experience in long-term care sector.
- General comprehension of assessment, classification, and planning systems.

Hours of Work:

- 3 shifts of 8 hours in a 1 week rotation
- Days/with the exception of stat holidays

Salary and benefits in accordance with Out-of-Scope Compensation Plan.

Our thanks is extended to all applicants; however, only those selected for an interview will be contacted.

Please submit your resume by **5:00 pm on Monday, October 3, 2011** to:

Human Resources Yorkton Office
Sunrise Health Region
270 Bradbrooke Drive
Yorkton, Saskatchewan S3N 2K6
Fax: (306) 786-0741 Email: resume@shr.sk.ca
www.sunrisehealthregion.sk.ca

The Sunrise Health Region is committed to a representative workforce, where all members of society have fair access to employment and economic opportunities so that there can be a representation at all occupation levels and sectors of the economy in proportion to their numbers in the population of our community.