

Date Posted: 04/23/2021

Send resume to: Eileen Luterek - eluterek@buffalodiocese.org

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 30 Full-Time:

Job Title of Open Position: Residence Administrator

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Cardinal O'Hara Residence Department Administration

Location Address: 69 O'Hara Rd. Tonawanda, NY 14150

Employer website: www.buffalodiocese.org

Brief Job Description

The Residence Administrator will be responsible for operations of the Cardinal O'Hara retirement home for priests. This includes resident intake, care, facilities, building and property, human resources, and overall operations.

Qualifications

- Associate's Degree in Business, Health and Human Services or related field required; Bachelor's Degree preferred
- Minimum of three (3) years of administration experience required
- Minimum of two (2) years supervisory experience; including recruiting, training, and managing and developing staff
- Prior experience with geriatric population is strongly preferred
- Prior experience in a Catholic environment is strongly preferred
- Proficiency in MS Word, Excel, and Outlook required
- Valid NYS Driver's License and registration in good standing is required
- Must be available to work evenings, weekends, and travel to additional sites as needed

Desired Skills

- Understanding and support of Catholic social teachings and the moral and ethical values of the Catholic Church
- Excellent verbal and written communication skills
- Must be able to maintain confidentiality
- Proven experience building relationships with internal and external constituents
- Demonstrated ability to organize, plan, and carry out activities independently to meet specific timelines and goals
- Strong personal work ethic, self-motivated, and results oriented
- Strong analysis and strategic planning skills
- Must be extremely flexible and open to a changing environment

E.O.E.

How to Apply: By Mail E-Mail Fax as above,

